**IEEE P802 Wireless Chairs Standing Committee**

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| Project | EC Standing Committee |
| Title | **Wireless Chairs Meeting Agenda- 2020-09-30 Teleconference** |
| Date Submitted | **2020-09-30** |
| Source | [Dorothy Stanley][Hewlett Packard Enterprise][address] | Voice: [+1 630-363-1389 ]E-mail: [dstanley@ieee.org ] |
| Re: | Wireless Chairs Meeting Agenda |
| Abstract | Agenda for Wireless Chairs Standing Committee MeetingTeleconference details are here: <https://www.ieee802.org/802tele_calendar.html>  |
| Purpose |  |
| Notice |  |
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**Wireless Chairs Standing Committee Meeting Agenda- 2020-09-30**

This meeting is being held via teleconference, see <https://www.ieee802.org/802tele_calendar.html>

1. Call to order
2. Policy and Procedure reminders, see <http://ieee802.org/sapolicies.shtml>
3. Attendance
4. Review and approve agenda (**ec-20-0186-02-WCSG**)
	1. Motion to approve the agenda: M: McCann, S: Rolfe Result: Unanimous
	2. Consider 2020-07-14 teleconference minutes, see <https://mentor.ieee.org/802-ec/dcn/20/ec-20-0141-00-WCSG-july-14-2020-minutes.docx>
	3. Actions arising out of the minutes –Stephen McCann
	4. Motion: Approve the minutes in ec-20-0141-00; M: Stephen McCann, S: Jon Rosdahl Result: Unanimous
5. In memorium: Bob Heile
6. Financial report
	1. Treasury report-Ben/Jon (as appropriate), <https://mentor.ieee.org/802-ec/dcn/20/ec-20-0179-00-WCSG-wireless-treasurer-report-sept-2020-electronic-interim.pptx> .
7. Future Wireless Interim Meetings
	1. Chair statement:
		1. I have appointed Jon Rosdahl to continue in the role in which Bob Heile served to identify Wireless Interim session venues and manage contracts.
		2. My goals are:
			1. Clear line of responsibility
			2. Build expertise, knowledge in additional people
			3. Dual PCO – Meeting planner – e.g. F2F & MTG Events (Dawn & Sara)
		3. Going forward: Jon R is lead; identify process to onboard Clint Chaplin
	2. Jan 10-15, 2021 Hotel Irvine (TBC – contract was not signed)
		1. Status update – Jon Rosdahl
		2. Discussion: Cancel the Wireless Interim session, WGs to schedule separate WG Interim sessions if needed
		3. Motion (Affects the treasury, voters are: Kinney, Alfvin, Rolfe, Powell, Stanley, Rosdahl, Stacey, McCann):
			1. Move to cancel the in-person 2021 January Wireless Interim session at the Hotel Irvine in Irvine, CA.
			2. Moved: Kinney
			3. Seconded: Rosdahl
			4. Result: Unanimous (7)
	3. May 9-14, 2021 Hilton Panama (TBC)
		1. Status update – Jon Rosdahl
		2. Space being held by the hotel
		3. Contract not yet executed. Previously, the venue was approved by the WCSC.
		4. SP: Re-affirm the Panama Hilton contract execution, incorporating appropriate penalty clauses.
			1. Y: (11111 11) 7 No: 0 Abstain: 0
	4. Sept 12-17, 2021 Hilton Waikoloa Village – Contract executed, need to add to repository
	5. Jan 16-21, 2022 Hotel Irvine– Contract executed, need to add to repository
	6. May 15-20, 2022 Warsaw Marriott– Contract executed
	7. Sept 11-16, 2022 Hilton Waikoloa Village– Contract executed
	8. Jan 15-20, 2023 Baltimore Marriott Waterfront – Contract executed
	9. May 2023
	10. September 10-15, 2023 Atlanta Buckhead – Contract status TBD
	11. Jan 2024
	12. May 2024
	13. Sept 2024 Hilton Waikoloa Village – Contract executed
8. Wireless Chairs Standing Committee Operations Manual, <https://mentor.ieee.org/802-ec/dcn/15/ec-15-0028-03-WCSG-wc-sc-operations-manual.docx>
	1. Propose to update the document
	2. Formalize position of Meeting Venue Manager
	3. Review draft updated document for comments
9. 802.18 Regulatory TAG report – Jay Holcomb
10. 802.19 Status – Steve Shellhammer
11. 802.24 Status – Tim Godfrey
12. AoB – WCSC meeting cadence – add meeting dates to the calendar, propose 3PM Eastern on
	1. 2020-10-28 Wednesday
	2. 2020-12-09 Wednesday
	3. 2021-01-06 Wednesday
13. Adjourn