**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 Meeting Teleconference details are here: <https://www.ieee802.org/802tele_calendar.html> | |
| Purpose |  | |
| Notice |  | |
| Release | The contributor acknowledges and accepts that this contribution becomes the property of IEEE and may be made publicly available. | |

**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