Wireless Chairs Standing Committee

Joint 11/15 Executive Committee

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| Project | Wireless Chairs Standing Committee | |
| Title | Meeting Minutes for May 14th, 2023 | |
| Date Submitted | June 13th, 2023 | |
| Source | Stephen McCann  Huawei Technologies Co., Ltd | E-mail: [stephen.mccann@ieee.org](mailto: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 May 14th, 2023, 16:00 ET**

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

1. **Call to order**: Meeting called to order at 16:02 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/23/ec-23-0090-01-WCSG-2023-may-wcsc-agenda.docx>

* **Move to approve the agenda:**
  + Moved: Ben Rolfe, 2nd: Clint Powell
  + No objection to approving by unanimous consent
* **Consider actions from the last WCSC meeting April 12th 2023:**
  + To add a link to the 802.18/802.19 frequency table, as a new menu item to the IEEE 802 main page (Dorothy Stanley). Closed
* **Move to approve the minutes for April 12th 2023:**
* <https://mentor.ieee.org/802-ec/dcn/23/ec-23-0088-00-WCSG-minutes-april-12-2023.docx>
  + Moved: Stephen McCann, 2nd: Stuart Kerry
  + No objection to approving by unanimous consent

1. **IEEE 802.18**

* Presented by Al Petrick (Skyworks)
* There will be 2 meetings this week.
* The WG will discuss documents regarding regulatory items in Vietnam and Taiwan.
* Please see document 12-23-0047r2 for further information.
* No questions.

1. **IEEE 802.19**
   * Presented by Tuncer Baykas
   * There will be 1 slot during this May interim meeting and the WG has 51 voting members.
   * Please see document 12-23-0009r0 for further information.
   * No questions
2. **IEEE 802.24**
   * Presented by Tim Godfrey

* There will be 2 slots during this May interim meeting.
* Please see document 24-23-0009r0 for further information.
  + No questions

1. **May 2023 meeting**

* <https://mentor.ieee.org/802-ec/dcn/23/ec-23-0092-00-WCSG-802w-0523-things-to-know-hilton-orlando-lake-buena-vista.pptx>
* Please note that this week’s meetings are held in slightly different places of the hotel.
* Remember that there is a registration fee for this meeting.
* Do not connect to the audio when you are running meetings in rooms.
* During this meeting, there is a separate 6 GHz WPA3 Wi-Fi network.
* There is a social this week by the poolside on Wednesday evening.
* The next plenary will be in Berlin, July 2023 and the next interim is in Atlanta, September 2023.
* No questions

1. **Financial Report**

<https://mentor.ieee.org/802-ec/dcn/23/ec-23-0003-04-WCSG-wireless-treasurer-report-2023.pptx>

* These are the accounts to April 11th, 2023
* Several people have been unable to attend, due to various reasons. Unfortunately, this has resulted in some last minute cancellations and therefore the room block will not be met for this venue.
* Chair: Please can you announce in your WGs that if people booked rooms in this hotel, but not using the IEEE 802 booking link, please can you inform Jon Rosdahl, as the hotel will allow people to be transferred to the IEEE 802 room block.
* Q: Will this behavior affect the registration fees?
* A: Yes, it may do. We may need to introduce a penalty fee for people changing their minds at the last minute. This should be imposed about 2 weeks before the meetings.
* C: Please note that the IEEE 802 room block includes a $10 room rate. Normally the hotel charges a $50 resort fee. This can result in the room rates appearing cheaper on various websites.
* For the September 2023 plenary, the prediction is that 600 people may attend.
* There are 2 new deadbeats from March 2023.
* Q: The in-person attendance is starting to reach the pre pandemic levels. Why is the room block suffering?
* A: Remember that 10-20% of attendees are not staying in the meeting venue.
* C: This venue is a re-book of a plenary, although it is only an interim.

1. **Motion from Clint Powell**

**a. Authorize a maximum of $2,000 for (a) automation of the 802.15 WG voting rights calculator and (b) revitalizing the 802.15 WG website**

**b. Note: This will allow up to 80 hours at a rate of $25/hour, where the work will be done by an engineering student.**

* Moved: Clint Powell, Second: Ben Rolfe
* This motion will enable some background logistics of 802.15 to be automated.
* Chair: This will be a vote for the ECJT.
* Q: Can you explain the steps that require automation, in addition to the existing tools from several years ago. This is more than just manipulating spreadsheets.
* A: This includes updating lists and email addresses. In addition, the rules to determine voting rights are out of dates and require updating. There is also a possibility of migrating to a future IEEE 802.11 tool, once it is available.
* C: A different tool is used for the Webex meetings.
* C: I would like to mention that there is a new voter. This is the new 802.15 secretary.
* Result: Yes: 7, No: 0, Abstain: 0 (motion passes)
* C: Other WGs will also be able to use the same tool.

1. **Future Venues**

<https://mentor.ieee.org/802-ec/dcn/23/ec-23-0001-02-WCSG-ieee-802wcsc-meeting-venue-manager-report-2023.pptx>

* Progress has been made for the January 2025 meeting in Kobe, Japan.
* Dates: January 19th – 24th 2025.
* Venue: Kobe Convention Center.
* Hotel: Kobe Portopia.
* Q: Is this a Japanese hotel or a western hotel?
* A: Japanese hotel.
* Q: On Slide #1, do you mean 2025?
* A: Yes.
* Q: Can you travel by train to this venue?
* A: Yes, there was some earlier information about that.
* Q: How far are the next closest hotels, so that people have a choice?
* A: It’s not very well understood, but I think the answer was that there are other hotels within a 10 minute walk.
* Q: Is this the island of Kobe? I remember that the venue and hotels are good. IN addition, I remember that there are trains to Osaka and the Tokyo hotels.

**Motion**

* **Approve holding the January 19-24, 2025 Wireless Interim session in Kobe, Japan.**
* Moved: Jon Rosdahl, Second: Stephen McCann
* C: This is a wireless chairs’ motion.
* C: I would like to thank Jon for all his work with this venue.
* Approve by unanimous consent.
* Voters present: 11

**Venue Status Summary:**

* September 10-15, 2023, Atlanta Buckhead mixed mode - Contract executed, in repository
* Jan 14-19, 2024 - Panama Hilton - Contract executed, in repository. Site visit planned for August 2023.
* May 12-17, 2024 - Planned reschedule of 2022-05 Marriott Warsaw.
* Sept 8-13, 2024, Hilton Waikoloa Village - Contract executed, in repository
* January 2025 - Potential Asia venue - likely Kobe, TBC.
* May 2025 - Planned Asia/Europe venue; RFP to be sent in May/June 2023.
* Sept 14-19, 2025 Hilton Waikoloa Village - Contract executed, in repository
* January 2026
* May 2026
* Sept 13-18, 2026 Hilton Waikoloa Village - Contract executed, in repository

1. **IEEE 802 Wireless Opening plenary**

* Wireless Interim Opening meeting May 15th at 8AM ET, 1 hour.
  1. Status reports on each WG/TAG.
  2. Q&A time on WG/TAG topics, general topics.
  3. See draft agenda in ec-23-0091
* No questions

1. **AoB**

**Future Wireless Chairs Standing Committee Meetings**

* The next meetings are:
* 2023-06-14 Wednesday 15:00 ET 2 hours
* 2023-07-09 Sunday 16:00 ET in Berlin 1.5 hours
* 2023-09-10 Sunday 16:00 ET in Atlanta 1.5 hours

1. **Adjourn**

* No objection to adjourning.
* Adjourned at 17:27 ET

1. See Dorothy’s agenda items for the future.

**Annex A: Attendance & Affiliation**

| **Name** | **Affiliation** |
| --- | --- |
| Chaplin, Clint | Samsung Research America |
| Petrick, Al | Skyworks |
| Powell, Clint | PWC |
| Rolfe, Benjamin | Blind Creek Associates |
| Rosdahl, Jon | Qualcomm Technologies, Inc. |
| Stanley, Dorothy | Hewlett Packard Enterprise |
| McCann, Stephen | Huawei Technologies Co., Ltd |
| Stacey, Robert | Intel |
| Kerry, Stuart | OK-Brit; Self |
| Slykhouse, Dawn | Face to Face Events |
| Baykas, Tuncer | Ofinno |
| Hamilton, Mark | Commscope |
| Thomas Almholt | TI |
| Levy, Joseph | InterDigital |
| Bahn, Christy | IEEE Staff |
| Das, Subir | Peraton Labs |
| Yee, Peter | Akalya |
| Leo, Montreuil | Broadcom |
| Gilb, James | General Atomics Aeronautical Systems, Inc. |
| Anil, Maguluri | Synaptics |
| Godfrey, Tim | Electric Power Research Institute, Inc. (EPRI) |

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