Wireless Chairs Standing Committee

Joint 11/15 Executive Committee

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| Project | Wireless Chairs Standing Committee | |
| Title | Meeting Minutes for September 10th, 2023 | |
| Date Submitted | October 10th, 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

ECJT: Executive Committee Joint Treasury

Q: Question

**Sunday September 10th, 2023, 16:00 ET**

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

1. **Call to order**: Meeting called to order at 16:09 ET

* **Chair**: Jon Rosdahl
* **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**
3. <https://mentor.ieee.org/802-ec/dcn/23/ec-23-0157-01-WCSG-2023-09-10-wireless-chairs-sc-meeting-agenda.docx>

* **Move to approve the agenda:**
  + Moved: Stephen McCann, 2nd: Ben Rolfe
  + No objection to approving by unanimous consent.
* **Consider actions from the last WCSC meeting July 9th, 2023:**
  + None
* **Move to approve the minutes for July 9th, 2023:**
* <https://mentor.ieee.org/802-ec/dcn/23/ec-23-0147-01-WCSG-minutes-july-9-2023.docx>
  + Moved: Stephen McCann, 2nd: Robert Stacey
  + No objection to approving by unanimous consent.

1. **IEEE 802.18**

* Presented by Edward Au (18-23-0090r1)
* Thank you for the support from 802.11 and 802.15.
* It will be a busy week for 802.18 and there is a full agenda.
* Chair: Note that the 802.18 meeting room has been changed, as they require a larger space this week.
* No questions.

1. **IEEE 802.19**
   * Presented by Tuncer Baykas
   * No co-existence groups this week, but here is a new study group starting work.
   * Please see document 19-23-0021r1 for further information.
   * No questions.
2. **IEEE 802.24**
   * Presented by Ben Rolfe

* There will be 2 slots during this session.
* Please see document 24-23-0023r0 for further information.
  + No questions

1. **IEEE 802.15**
   * Presented by Clint Powell
   * The session is a full week with some comment resolutions in progress.
   * 802.15 is trialing a new voting tool, which will be demonstrated in a future meeting. It also produces all the various lists of voters and attendances. It has been produced by an engineering student.
   * Q: Is this student looking for an internship?
   * A: Yes, possibly.
   * Q: Hopefully this tool can also be used by the other WGs.
   * A: Yes, we hope so and we have been talking to Glenn Parsons about this.
   * C: The future web site will use Word Press to generate the html pages.

* Please see document 15-23-0431r1 for further information.

1. **IEEE 802.11**
   * Presented by Robert Stacey
   * There have been 2 letter ballots that have recently closed.
   * There are some new PARs under development together with a couple of PAR extensions.

* See doc 11-23-1332r3 for further information.
  + No questions

1. **September & November 2023 registration counts**

* The registration report shows 534 people who have registered for this interim.
* November 2023:
  + About 189 have made reservations in the hotel.
  + The registration is currently 213.
  + This is a little low for this point in time
* No questions

1. **Venue Manager Report** (ec-23-0001r5)

* This shows the current status of future interims, as of September 8th.
* Q: Do we know what the contract status is of these meetings?
* A: Yes, but perhaps we can discuss that offline.
* The revenue for this September 2023 meeting is $633.05 per person.
* Slide #10: There are some open RFPs for future venues in Europe and Asia in 2026 and 2027, with some suggested locations.
* Action: Stephen McCann will address this issue for Huawei.
* Other locations include Norway and some other countries.
* By November 2023, there will be a special meeting of the WCSC to decide some of these venues. This could be the Sunday WCSC meeting.
* Slide #11: The EC have re-introduced a registration discount of $300 at plenaries, for people who stay at the venue hotel.
* The suggestion is that this be followed for interims in 2024.
* For this meeting, there may be a hotel attrition fee to pay, as the room block is lower than originally expected. It is hoped that a venue hotel discount will dissuade this from happening.
* **Motion** (slide #12)
* **Move to approve Session fees for the 2024 802 Wireless Mixed-mode Interims: January at the Hilton Panama, Panama City, Panama; May at the Marriot Warsaw, Warsaw, Poland, and September at the Hilton Waikoloa, Waikoloa, HI, USA at $600/$800/$1000 for any in-person or virtual attendee with a $300 discount for staying at least 3 nights in the session hotel.**
* Moved: Ben Rolfe, Second: Clint Powell
* C: This is returning to the registration arrangements prior to the pandemic.
* Q: If many people register using the early bird rate, would there be a shortfall?
* A: I think it will be ok. It is better to have low registration incomes from many people staying at the venue hotel, rather than having people who attend, but who do not stay in the hotel.
* A: An alternative would be to spend more money on socials.
* C: The mixed-mode format is bringing in more revenue.
* C: All meetings in 2024 will be mixed-mode.
* Results (ECJT): 8/0/0 (motion passes)
* **Motion** (slide #13)
* **Move to authorize the 802W Venue Manager, Jon Rosdahl, to go on a site visit with Linespeed and Mtg Events with the purpose to prepare for 2025 January IEEE 802 Wireless Mixed-mode Interim in Kobe, Japan.  
  Expenses not to exceed: $10,000.**
* Moved: Ben Rolfe, Second: Robert Stacey
* C: The average cost of the airfare is about $6,000, so that is why the threshold is so high.
* C: I think the threshold is too high and if I could vote, I would vote against this.
* C: I think that the threshold is fine and would take into account any flight delays or issues.
* C: Have you considered flying to a regional airport, apart from Tokyo as the main hub.
* C: I speak in favor of this motion, as the flight prices have been researched. I would like to add that these site values are essential for our future venue planning.
* Results: (ECJT): 7/0/1 (motion passes)
* **Motion** (slide #14)
* **Move to authorize the 802W Venue Manager, Jon Rosdahl, to go on a site visit with Linespeed and Mtg Events with the purpose to prepare for 2024 May IEEE 802 Wireless Mixed-mode Interim in Warsaw Poland.  
  Expenses not to exceed: $5,000.**
* Moved: Ben Rolfe, Second: Stephen McCann
* Q: Is this the Marriott in Warsaw?
* A: Yes.
* Results: (ECJT): 7/0/1 (motion passes)

1. **Financial Report**

<https://mentor.ieee.org/802-ec/dcn/23/ec-23-0003-06-WCSG-wireless-treasurer-report-2023.pptx>

* These are the accounts to August 31st, 2023.
* Generally, the meetings are currently operating at cost and the overall value of the treasury is slowly increasing.
* The forecast for the January 2024 meeting Panama is to break even.

1. **Future Venues**

<https://mentor.ieee.org/802-ec/dcn/23/ec-23-0157-01-WCSG-2023-09-10-wireless-chairs-sc-meeting-agenda.docx>

* 2023 Atlanta Buckhead: Registration is open.
* 2024 Hilton Panama: All contracts are in place.
* 2024 Marriott Warsaw: Discussions are ongoing with the hotel and the meeting organizer. Meeting Events is the supporting meeting organizer.
* 2024 Hilton Waikoloa: All contracts are in place.
* 2025 Kobe: A site visit has occurred and the venue appears to be ok. The facility is good. Meeting Events will be the supporting meeting organizer.
* 2025 May: An RFP has been arranged but has not yet been sent.
* C: At the moment, the venue calendar is being filled for 3 years ahead.

1. **IEEE 802 Wireless Opening plenary (September 2023)**

* Wireless Interim Opening meeting September 11th at 08:00 ET, 1 hour.
  1. Status reports on each WG/TAG.
  2. Q&A time on WG/TAG topics, general topics.
  3. Draft agenda in ec-23-158r0.
* The following fee waivers for this IEEE 802 have been approved:
  + 802.11 WNG presentations : Pedro Riviera and Melike Erol-Kantarci
  + 802.18 WFA Liaison presentation: Alex Roytblat
* No questions

1. **AoB**

* **802.18 Secretary**
* C: I would like to mention that the IEEE 802.18 secretary Amelia Andersdotter has stepped down. Can a certificate be arranged with the IEEE-SA?
* Action: This question will be dealt with by Christy Bahn.
* Chair: We would like to acknowledge all the work that Amelia did in IEEE 802.18.
* **WCSC Meetings**
* The dates of the next WCSC meetings are:
* 2023-10-11 Wednesday 15:00 ET teleconference, 1.5 hours
* 2023-11-12 Sunday 16:00 HAST in Honolulu, 1.5 hours
* **Hotel Club**
* For the working group officers, this hotel is not providing club access this evening, so there is a special location in Cascade Room from 5.30 – 7.30pm.
* Please note that the club is not open on a Monday.
* There are many food establishments in the surrounding area, as alternatives. In addition, the hotel lobby bar is great.

1. **Adjourn**

* No objection to adjourning.
* Adjourned at 17:33 ET

**Annex A: Attendance & Affiliation**

| **Name** | **Affiliation** |
| --- | --- |
| Chaplin, Clint | Samsung Research America |
| Petrick, Al | Skyworks |
| Powell, Clint | HID |
| Rolfe, Benjamin | Blind Creek Associates |
| Rosdahl, Jon | Qualcomm Technologies, Inc. |
| McCann, Stephen | Huawei Technologies Co., Ltd |
| Stacey, Robert | Intel |
| Kerry, Stuart | OK-Brit; Self |
| Baykas, Tuncer | Ofinno |
| Hamilton, Mark | Commscope |
| Thomas Almholt | TI |
| Bahn, Christy | IEEE Staff |
| Das, Subir | Peraton Labs |
| Yee, Peter | Akalya |
| Gilb, James | General Atomics Aeronautical Systems, Inc. |
| Krieger, Ann | DoD |
| Stuebing, Gary | Cisco |
| Beecher, Phil | Wi-Sun |
| Edward, Au | Huawei Technologies Co., Ltd |
| Nikolich, Paul | Self |
| Alfvin, Rick | Linespeed |
| Sand, Stephen | German Aerospace Center DLR |
| Kitazawa, Shoichi | MuroanIT |

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