

# SDECom Minutes December 2, 2015

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IEEE EMC Society Standards Development and Education Committee  
Draft (SDECom) Minutes  
December 2, 2015 8:30 am – 12:00 pm EDT  
Celebration, Florida USA

Chair: Alistair Duffy      [apd@dmu.ac.uk](mailto:apd@dmu.ac.uk)  
Vice Chair: Craig Fanning      [cfanning@elitetest.com](mailto:cfanning@elitetest.com)  
Secretary: Ghery Pettit      [ghery@pettitemcconsulting.com](mailto:ghery@pettitemcconsulting.com)

## 1. Attendees

### SDECom members

Alistair Duffy	Ghery Pettit	Ed Hare	Don Sweeney	Liuji R. Koga
Bob Scully	Craig Fanning	Don Heirman	Henry Benitez	John Norgard
Tom Braxton	Colin Brench	Mike Oliver	Larry Cohen	

### Guests

Joanna Hill	Carlos Sartori	Susanne Kaule	Bob Davis	Ross Carlton
Hiroshi Inoue				

## 2. Approval of Agenda

The meeting was called to order at 8:34 am and the proposed agenda was approved with no changes.

### *GENERAL ITEMS TO NOTE*

## 3. Show IEEE Patent slides

Shown to ensure that all attendees of the meeting are aware of obligations and expectations under IEEE rules.

### *ADMINISTRATIVE ITEMS FOR ACTION.*

## 4. Minutes of the Previous Meeting

Approval of the minutes of the August 17 and 20 meetings in Dresden, Germany was deferred to the next meeting..

## 5. Actions from the previous meeting

Deferred until the May 2016 meeting.

## 6. Policies and Procedures Update

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The following changes to the Policies and Procedures document draft were noted in the hard copy of the document:

Move 4.1 a) secretary responsibilities to 3.4.3 (L)

4.1 c) – delete the word “also”

Move the start of 4.1 b) to 4.1.c) – “In the absence...”

4.1 d) – remove “thoroughly”

Delete the last paragraph of 4.1

Input is required from Brenda Mancuso (IEEE Liaison) – 4.2 requires review by IEEE and should be consistent with removal of an officer. In the meantime, this was amended in the file.

Bob Scully moved (Craig Fanning seconded) that the Policies and Procedures document be approved subject to recommendations from IEEE (Brenda). The motion was approved.

AR – Ghery Pettit to send the Policies and Procedures document to the SDECom membership after Brenda updates it.

## 7. **Strategy**

This was discussed with an AR to all members of SDECom to send their inputs to Don Heirman.

## 8. **To report on any Standards requiring management**

IEEE Std 1688 was approved a while ago. Editorial corrections should be made by the Editorial Staff at IEEE. The standard should be published in January 2016.

## 9. **Reports from SDECom representation on other bodies**

John Norgard reported on the status of work ongoing in ASC C63

## 10. **Any other business**

A discussion was held on what should be included in a traveling booth. Don Heirman noted that SDECom has \$4000 budgeted from the IEEE EMC Society in 2016 for this booth. This will cover the purchase of a laptop computer, projector, screen and content.

AR – Ed Hare to investigate how to perform web site updates. As an aside, if anyone is interested in working on this, contact Craig Fanning.

## 11. **Review of Action Items**

Ghery Pettit to forward the P&P document to the membership after editorial work is completed by Brenda Mancuso (IEEE)

Ed Hare to investigate how to perform web site updates.

## 12. **Adjournment of meeting**

The next meeting is scheduled for May 23 in San Francisco, CA

The meeting was adjourned at 12:16 pm