Accredited Standards Committee C63®

Electromagnetic Compatibility
Subcommittee 4: Wireless and ISM Equipment

Chair: Art Wall   **Vice Chair: Bob Delisi**   **Secretary: Jerry Ramie**

May 11, 2016; 8:00 AM – 10:00 AM

IEEE Operations Center
Piscataway, NJ 08855-1331
Approved Minutes

1. **Call to Order: Chair -** The meeting was called to order at 8:21AM-EDT

    1.1   **Announcements: Chair**

    1.2   **Meeting logistics announcements: Host**

    1.3   **Introductions: Secretary –** Those present included Travis Thul, Art Wall, Jerry Ramie, Ed Hare, Beth Hackett, Don Heirman, Megan McConnell, Khairul Zainal, Dennis Ward, Dan Hoolihan, Dan Sigouin, Dave Zimmerman, Jason Nixon, Vladimir Bhazanov, Mark Briggs, Bob DeLisi, Harry Hodes, John Norgard, Jeff Silberberg, Steve Jones, Dheena Moongilan, Ryan McGann, Mac Elliott, Deana Zakharia, Stephen Berger, Dave Case, John Forrester

2. **Approval of the Agenda: Secretary -** Mr. Heirman moved, seconded by Mr. Hodes, to accept the agenda as shown. The motion carried by voice vote.

3. **Presentation of patent slides: Secretary** - The patent slides were shown and no issues raised.

4. **Approval of minutes of previous meeting: Secretary -** none

5. **Review of Subcommittee Membership: Chair -** the SC4 roster from the website was shown.

    5.1   **Review of Membership Guidelines – members at risk?** (none)

Subcommittee 4 Membership Roster

Name	Role within Subcommittee 4	Affiliation
Attayi, Masud	Member	Blackberry Corporation
Case, David	Member	Cisco Systems
Chen, Zhong	Member	ETS-Lindgren
DeLisi, Bob	Vice Chair	UL LLC
Elliott, William (Mac)	Member	Advanced Compliance Solutions, Inc.
Hodes, Harry	Member	Bay Area Compliance Laboratory
Hoolihan, Dan	Member	Hoolihan EMC Consulting
Howard, Mike	Member	Liberty Labs
Jones, Steve	Member	FCC Laboratory
Kiemel, Greg	Member	Northwest EMC
Ernesto Mendoza	Member	Philips Lighting Electronics NA
Moongilan, Dheena	Member	Alcatel - Lucent
Nixon, Jason	Member	ISED Canada
Pino, Dan	Member	PCTEST Engineering Laboratory, Inc.
Schaefer, Werner	Member	Schaefer Associates

Sigouin, Dan	Member	DHS-EMC
Wall, Art	Chair	Radio Regulatory Consultants
Ward, Dennis	Member	PCTEST Engineering Laboratory
Whitesell, Steve	Member	Whitesell Consulting, LLC

Subcommittees:
For an individual to remain a voting member of a Subcommittee, active participation in Subcommittee meetings and regular responses to Subcommittee email votes is required. Should a member fail to attend at least one of three consecutive scheduled meetings (in person or remotely via web conference (when used)) or respond to at least one of every two consecutive Subcommittee email votes, their membership in that Subcommittee may be at risk.

Note: Abstentions shall be treated the same as a "yes" or "no" vote regarding the requirement to respond to email votes.

5.2 Consideration of new members - none
5.3 Election of Vice Chair - Mr. Berger moved, seconded by Mr. Case, to accept Mr. DeLisi as Vice-Chair. The motion carried. The staff (non-voting) Secretary (Jerry Ramie) was assigned by the Steering Committee.

6. Working Group reports - The C63.10 roster was shown. (DeLisi is Secretary) The C63.26 roster was shown, no issues. C63.29 roster was shown. (DeLisi is a member) C63.30 roster was shown. (DeLisi is a member with webinar access). C63.31 roster was shown; Mr. Walton was not present. Mr. Ramie to handle their webinars. More information about each standard is available on the Standards Status section of the C63® web site.

Written reports of the Subcommittee meeting shall be presented by the Subcommittee Chair at the Main Committee meeting. These reports shall be made using the PowerPoint template. Prior to the Main Committee meeting, the reports shall be provided to the projectionist (Ed Hare) for showing on the projector screen at the meeting. The reports will be added as an attachment to the meeting minutes. The presentation and any written reports shall also be sent by the Subcommittee Chair to the C63® Newsletter editor, Dave Zimmerman.

6.1 C63.10 – Unlicensed transmitters - Jason Nixon, Chair, presented the WG report. They wish to submit a revised C63.10 PINS and to accept joint task groups. The revised PINS was shown. (changes in red) Mr. Hodes moved to accept the revised PINS, seconded by Mr. Briggs. No discussion or opposition, (no need to re-publish the revised PINS in ANSI as stakeholders are unchanged) The motion passed by acclamation. The acceptance of joint task groups was presented. C63.10WG & C63.26WG wanted to share four tasks. Mr. Hodes moved, seconded by Mr. Jones, to accept joint task groups. No discussion or opposition ensued. The motion carried by acclamation.

6.2 C63.26 – Licensed transmitters - Steve Jones presented the working group report. Steve moved to revise Clause 8 of the PINS, Hodes seconded. The revised C63.26 PINS is approved.

6.3 C63.29 – Lighting equipment - the WG report was shown. The Vice Chair is now Bob Sephalski, they're still looking for a Secretary. AI-1: Jerry to add **Bob Sephalski** as C63.29WG Vice Chair on the SC4 roster page.

6.4 C63.30 – Wireless Power Transfer equipment - Mr. Thul showed the WG report. A Draft should be ready to circulate by this summer.

6.5 C63.31 – ISM equipment - No report from the WG, no meeting was held this week. This is to address replacing MP5 with a new procedure. A lot of this equipment operates below 30MHz under Part 18. The Commission wants this document to replace MP5.

7. **Other Old Business: Chair -** Mr. Hodes moved, seconded by Mr. DeLisi to accept the membership list from the Website as shown. The list was approved by acclamation. The Scope from the site was shown. Discussion ensued. The meeting was then recessed.
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The new Scope and Duties:

Scope
Subcommittee 4 is responsible for writing and maintaining existing and proposed C63® standards for wireless and ISM devices (lighting, wireless power transfer, Industrial and dielectric heaters, and similar equipment), as assigned by the Main Committee ASC 63®.

Duties include maintaining and managing working groups.

The change in Scope and Duties was approved by acclamation. AI-2: Jerry to have new Scope and Duties placed on SC4 landing page.

8. **New Business: Chair - none**

9. C63.org website use and updates: The Working Group Chairs normally post their documents to the SC4 protected area. If there are problems with posting content, contact Jerry Ramie for credentials or training.

10. Review of the action items from previous meetings: Secretary - none

11. Review action items from this meeting: Secretary - Action items were shown.

12. Time and place of next meeting: Chair - November 7-10, 2016 in Costa Mesa, CA

13. Closing remarks and Adjournment: Chair - The meeting was adjourned at 10:01AM-EDT.

** End of Meeting **

Consolidated Action Items from 05/11/16 Meeting of SC4

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
AI-1:	Jerry to add **Bob Sephalski** as C63.29WG Vice Chair on the SC4 roster page	Jerry Ramie	Closed	11/9/16	
AI-2:	Jerry to have new Scope and Duties placed on SC4 landing page	Jerry Ramie	Closed	11/9/16	Text sent 5/29