



ANSI-Accredited Standards Committee C63[®]
Electromagnetic Compatibility
Chair: [Dan Hoolihan](#)
Vice-Chair: [Dan Sigouin](#)
Secretary: [Jerry Ramie](#)

November 13, 2014 – 8:30 am to 3:30 pm (MST)
Compliance Testing, LLC – Mesa, Arizona

Approved Meeting Minutes

1. **Call to Order -Chair** - called the meeting to order at 8:18AM-MST.
- 1.1. **Introductions (roll call)- Secretary** – members in attendance are shown:

MEMBER	PRIMARY	ALTERNATE
ACIL	Hodes, Harry	
Alcatel – Lucent	Moongilan, Dheena	Vacant
Apple, Inc.		Mike O’Dwyer
ARRL – The National Assoc. for Amateur Radio	Hare, Ed	
Blackberry Corporation		
Bureau Veritas		
CISCO Systems	Griffin, Andy	
Dell Inc.	Worley, Richard	Vacant
ETS – Lindgren	Chen, Zhong	
Federal Communications Commission		Jones, Steve
Food and Drug Administration	Silberberg, Jeffrey L	
Industry Canada		Vacant
Information Technology Industry Council	Hirvela, John	
IEEE – EMC Society	Norgard, John	Vacant
Liberty Labs	Howard, Mike	
Motorola Mobility	Knipple, Tom	Vacant
Motorola Solutions		
National Institute of Standards & Technology	Young, William	
Northwest EMC		Kiemel, Greg
PCTEST Engineering Laboratory		Ward, Dennis
Society of Automotive Engineers	Andersen, Pou	
Sony Mobile		Vacant
SPAWAR - US Navy	Dilay, Chris	Wojtaszek, Tomasz
Telecommunications Industry Association	Whitesell, Stephen	Vacant
Telecomm. Certif. Body (TCB) Council	Wall, Art	
TÜV SÜD America, Inc.		Jim Mills
UL-LLC		

US Department of Defense - Joint Spectrum Ctr.	Shellman, Marcus	Duncanson, Michael
Individual Members:		
INDIVIDUAL Member	Hoolihan, Daniel	None
INDIVIDUAL Member		None
INDIVIDUAL Member	Schaefer, Werner	None
INDIVIDUAL Member	Zimmerman, Dave	None
INDIVIDUAL Member	Berger, Stephen	None
INDIVIDUAL Member	Heirman, Don	None
Emeritus Members:		
MEMBER Emeritus		None
MEMBER Emeritus		None
MEMBER Emeritus		None

Observers: Jerry Ramie, Pat Roder, Victor Kuczynski, Janet O’Neil, Mark Arthurs, Seth Seidman.

Quorum: 28 organizations + 6 individual members = 34 total. A quorum is 50%; which is 17 or more members in attendance. Quorum was achieved with 25 members attending the meeting.

2. Approval of the Agenda.

2.1 Approval of agenda- Chair – Moved by Mr. Hodes, Seconded by Mr. Hare. The [agenda](#) was shown line-by-line and approved.

2.2 Presentation of [patent slides](#) – Ramie – The [patent slides](#) were shown and no patent issues were raised.

3. Chairman’s Report – Hoolihan – we have published three Standards since the last meeting: C63.4 (2014) C63.18 (2014) and C63.9 (reaffirmed.) ET Docket No. 13-44 the Committee filed reply comments and ex-parte comments. Additional ex-parte comments filed again 6/14/2014 with clarification afterwards. We are waiting for the FCC to respond.

4. Vice-Chairman’s Report – Sigouin – health issues prevented Mr. Sigouin from attending.

5. Secretary’s Report – Minutes of the last Meeting (MAY - 2014) – Ramie
Mr. Ramie showed the [Draft D of the Main Committee Minutes from May, 2014](#) in a page by page manner. Membership rules were adopted and shown in Section 10. **AI-90:** Steve and Poul to change Membership verbiage to clarify Subcommittee attendance rules, subject to review by e-mail. After the review was completed, Mr. Heirman moved to approve the minutes; the Motion was seconded by Mr. Hare. The voice vote was unanimous.

6. Secretariat Report – IEEE - Patricia Roder

6.1 - Status of C63® published standards – see [Secretariat report](#). Lessons Learned: Mr. Hodes expressed concern that some Members may have health issues and not be contactable. These are ANSI essential requirements. **AI-91:** Pat to seek clarification from ANSI on members dying or becoming sick during a ballot. C63.2 revision is in progress. **AI-92:** Pat to ask third-party resellers for sales figures on our Standards.

6.1.1 Fourth Anniversary standards - see [Secretariat report](#)

6.1.2 Ten-years or older standards - see [Secretariat report](#)

6.2 – Status of PINS and PINS-C - see [Secretariat report](#)

6.3 – Additional Activities – ANSI conducted an audit the week of 10/20 focusing on ensuring that our procedures were followed. C63.7 balloting closed yesterday with 15 out of 16 ballots returned.

NOTE - If Members can't vote, please Abstain rather than not voting so abstentions can be subtracted from total number of votes thus lowering the number of votes required for a majority-vote.

7. Ad Hoc Committee Report on Revising our C63® Procedures – Ghizzone – expected completion by 12/31/14.

8. Subcommittee reports (Brief written reports to include actions needed by C63®, and items of particular interest during SC meetings).

Note: Reports should be provided on PowerPoint slide(s) using our [Template](#).

8.1. SC1: Measurement and Instrumentation-Chen – see [SC1 report](#). Mr. Chen moved, seconded by Hodes, to approve the PINS-C for C63.4. **AI-93**: Don Heirman will issue a formal call for volunteers to serve on the C63.4 working group. Dheena commented about the items in his response. The PINS-C was approved.

Zhong moved to recommend balloting of the final draft of C63.26 by Pat Roder of IEEE. Since the Motion came from Subcommittee 1, it required no second. Mr. Ward noted that no one had seen the final draft, which should be ready by the end of this year. Procedure 6.2.2 requires such draft to be available for review before balloting. Mr. Griffin agreed and thought we could do this vote by e-mail when the final draft is complete. Mr. Berger thought that we can vote to delegate approval to Mr. Wall. Art noted that the draft has been seen by the Subcommittee, with comments from Alcatel-Lucent being addressed by the working group. If we decide to wait for the final document, all Members can see the document at that time. Mr. Hodes was conflicted as the ACIL membership wants rapid adoption. He thought that a longer balloting period of 8 weeks might be appropriate. Mr. Jones was concerned about the document being in ballot while sharply negative comments may be received. Mr. Ward noted there was no procedure for exceptions to our procedures. Mr. Heirman moved to table this motion, seconded by Mr. Berger. Discussion ensued. Harry, Andy, Art and Greg opposed tabling the motion. Mr. Jones abstained. The motion to table the motion was carried.

Morning Break -----

Mr. Wall moved to “take from the table” the C63.26 Motion. The Motion was seconded by Mr. Hare. The Motion was approved by a voice vote. Mr. Hare moved to divide the motion into forming a balloting group and approval of C63.26. The first part is to recommend to the Main to form a balloting group for approval of C63.26. Mr. Ward seconded. The motion to divide was carried by a voice vote. Mr. Hare moved to consider forming a balloting group, seconded by Mr. Hodes. The motion carried by voice vote. The second motion from Mr. Hare is to seek approval for sending C63.26 to formal ballot when it is in the final form. The motion was seconded by Mr. Jones. Discussion ensued. The balloting group is not the same as the Consensus Body (Main Committee). Mr. Wall will send the document to the Main for a balloting decision. We will see the near-final document at the end of December. In favor 9. Opposed 9 Abstained 4. The second Motion did not carry.

Mr. Wall proposed and showed a [PINS-C for ISM test procedures](#). Discussion ensued. Mr. Hodes moved, seconded by Mr. Heirman, to approve the PINS-C. Mr. Wall noted that the FCC has not yet decided whether wireless power transfer will be covered under Part 15 or Part 18. Mr. Hodes wanted a study item on limits included in the proposed PINS-C. Art was opposed to this idea. The problem is that limits are the purview of the FCC. They are looking at the complaints now and may consider limits. Mr. Hodes formally moved to include limits in our study questions as line item I. Mr. Griffin seconded. Discussion ensued. Mr. Jones noted that the setting of limits was not driven by manufacturers. He thought that C63® may not have an understanding of the impacts on existing services or devices. He did not support the amendment. Mr. Kiemel added that nobody measured at 300 meters, as in Part 18. He was against the amendment. Mr. Hodes withdrew the motion with Mr. Griffin's concurrence. The motion to approve the [PINS-C](#) for ISM test procedures was approved by voice vote. Mr. Wall abstained.

8.2. SC2: Definitions – Shellman – The [SC2 report](#) was shown. Mr. Shellman moved to approve the new Scope, new officers, and new duties. The Motion came from the Subcommittee Chair and did not require a second. The title was changed to “best practices,” we added the name of two Standards and new officers were needed. An explicit reference to C63® was also included. The motion to approve was carried by

voice vote

8.3. SC3: International Standardization – Andersen – The [SC3 report](#) was shown. The scope is unchanged. Membership is unchanged since the May meeting. Eleven documents are on the agenda for discussion within SC3. WG1 is addressing C63.12 revision. The ballot for the final C63.12 draft closes tomorrow. We need more responses, as less than 50% have been received so far.

8.4. SC5: Immunity testing – Whitesell – The [SC5 report](#) was shown. Interest has been expressed in revising C63.9; Andy Griffin has agreed to serve as Chair of a Working Group to look at revising C63.9. The next standard discussed, C63.15, is due for five-year review in 2015. A working group is being formed. Mr. Whitesell moved that we approve the [PINS-C for C63.15](#). The [PINS-C](#) was shown. No second was required since the Motion came from the Subcommittee. Mr. Hodes suggested we add IEC 61326 Standards for consideration. Mr. Heirman noted that adding other Standards was specifically allowed during consideration. The motion carried unanimously by voice vote.

Progress on C63.24 is at a standstill. Some interest in the document was expressed during the SC5 meeting. If no volunteers want to work on it, Mr. Whitesell will recommend allowing administrative withdrawal to occur.

8.5. SC6: Laboratory Accreditation – Long – The [SC6 report](#) was shown. A small change in the Scope was shown. Mr. Long moved to accept the new Scope. Since the Motion came from the Subcommittee, no second was required. Discussion ensued. The motion carried. Mr. Long moved to approve the new Chair of SC6. Since the Motion came from the Subcommittee, no second was required. No discussion occurred, the motion carried unanimously by voice vote.

8.6. SC7: Unlicensed Personal Comm. Services – Berger – The [SC7 report](#) was shown.

8.7. SC8: Medical Equipment Testing – DeLisi – Mr. Berger filled in for Mr. DeLisi. The [SC8 report](#) was shown. All working groups are now disbanded. No new work requests have been submitted to the Subcommittee.

9. New Business

9.1. Proposal to change standards revision process – Schaefer – See the [document](#) he prepared to discuss changes to our Standards generation process. Formal review of linkages between Standards was suggested. Mr. Griffin noted that there is no update trigger for un-dated references. When you update a reference, the linkage would need to be updated as well. Mr. Hodes thought that SC Chairs should review references for impacts to ongoing Standards revision work, with documentation. Mr. Griffin thought that references should all be dated. Mr. Griffin wanted us to consider the users of our Standards. Mr. Long pointed out if an undated reference is cited it is always the newest version. Mr. Ward noted that you cannot buy old Standards. Mr. Schaefer did not think that dated or undated references were an issue. Mr. Hodes wanted us to build a cross-table of dated, undated and bibliographic references. Mr. Hirvela wanted a ballot to ask us to use only dated references. **AI-94:** Steering committee to respond to Mr. Schaefer's submission about dated references.

9.2. Election of Officers for 2015 – 2017 – Secretary - Mr. Ward nominated Mr. Hoolihan. Mr. Chen moved to nominate the Chair, Vice Chair, Secretary and Treasurer as a current slate. Mr. Ward withdrew his motion. Mr. Hodes asked if Mr. Windler has attended recent meetings. The Chair replied he had attended our meeting in Northbrook, IL. Mr. Zimmerman moved that we should divide the slate into four votes. The separation was seconded by Mr. Hodes. The motion carried to divide the motion. Mr. Hoolihan was nominated by Mr. Ward, seconded by Mr. Heirman. Mr. Hodes moved, seconded by Mr. Zimmerman to close nomination. The Motion to close the nominations was approved by voice vote. The Motion to approve Mr. Hoolihan for a three-year term as Chairman passed unanimously by voice vote. To satisfy our procedures, the Secretariat recommended Mr. Hoolihan for another three-year term, subject to approval by the Main Committee. The Main Committee approved the Secretariat's recommendation by a unanimous voice vote. The Secretariat then recommended Mr. Sigouin as vice-chair, subject to approval by the Main Committee. Mr. Ward moved, seconded by Mr. Hodes, to approve the Secretariat's recommendation for Vice-Chair, Mr. Dan Sigouin. The Motion was approved by a unanimous voice vote. Mr. Hare nominated, seconded by Mr. Hodes to recommend to the Secretariat Mr. Ramie as Secretary. The motion was carried unanimously by voice vote.

The Secretariat appointed Mr. Ramie as the Secretary. Mr. Ward moved, seconded by Mr. Hare, to appoint Mr. Windler as Treasurer. Mr. Hare then moved, seconded by Mr. Heirman, to close the nominations. The Motion to close the nominations for Treasurer was approved by a voice vote. The motion to appoint Mr. Windler as treasurer of the Committee carried; 22 voted in favor, with abstentions by FDA & ACIL.

9.3. Membership Fees for 2015 – our financial arm (USEMCSC) reported expenses of \$90k (\$50k for Pat Roder, Secretary is \$15k-\$20k, misc of \$5k) and revenue of \$75k for Fiscal Year 2014 which ended 30 June 2014. In order to close the gap between revenue and expenses, the C63 2015 fees will be \$3k organizational and the individual fee will be \$1k. Mr. Hodes moved to have the Steering Committee make the USEMCSC-MOU available to the Main Committee, including cost breakdowns. Mr. Heirman seconded. The motion carried by voice vote. **AI-95:** The Chairman is to provide the US-EMC Standards Corporation MOU to the Main Committee.

The United States EMC Standards Corporation corporate headquarters are being moved to Wisconsin. Our fiscal year will shift to a calendar year effective in 2015.

9.4. FCC Report – Jones – The Report and Order for ET Docket No. 13-44 will cover equipment authorizations. There was an R&O released Monday regarding amending Part 22 (cellular rules).

10. Other Administrative Matters

10.1. Web Page – Ramie – Members need to police their content on the site and send any desired corrections to Mr. Ramie visually, showing what “correct” content looks like to avoid language misunderstandings.

10.2 Administrative matters from the Steering Committee – Mr. Heirman circulated a code of conduct from the IEC. A modification of that code of conduct is under editing by the Vice Chair.

11. Other Business

11.1 Future Seminars and Workshops – Heirman – The [education report](#) was shown.

11.2 Newsletter report – Zimmerman – We published the latest newsletter in July. Please send timely summaries of your subcommittee activities to Mr. Zimmerman for inclusion in the newsletter.

11.3 Next meeting – Chair – scheduled for Thursday, May 7, in Minneapolis, Minnesota.

12. Old Business

12.1 Action item review on items not covered elsewhere on Agenda – as time permits – Secretary – Action Item status is shown below:

Consolidated Action Items from Main Committee Meeting 05/01/14¹

Action Item #	Subject	Responsible Person	Status	Delivery Date	Comments
AI-10:	<i>Jerry to modify PINS form currently on the site to become a PINS-C form. Jerry should also install a separate website button to access the list of PINS-C forms on file in the public area.</i>	Jerry Ramie Pat Roder Dan Hoolihan	Closed	Next meeting of C63 [®]	
AI-42:	Mr. Hodes to formally ask the Chair to submit a request to the IEEE for LISN-	Mr. Hodes	Closed	Next meeting of C63 [®]	

¹ Consolidated (re-numbered) action items are included here for reference but are not a part of the minutes.

	and current probe calibration procedures.				
AI-50:	Working group chairs to look at deleting the frequency ranges in their Standards titles and place it in the scope and report back to Mr. Heirman's working group by e-mail.	vmc63@ieee.org All voting members	Closed	Next meeting of C63®	Heirman to resend his October 6, 2012 e-mail to all voting members
AI-69:	Mr. Andersen to circulate the C63.12 bibliography to the Main Committee for comments and additions	Mr. Andersen	Closed	Next meeting of C63®	
AI-73:	Pat Roder to look for previous permission for ETSI to use the C63.19 text	Ms. Roder	Closed	Next meeting of C63®	
New Action Items					
AI-77:	Mr. Berger to investigate the fair value of producing a Standard and engage in a conference call with IEEE	Mr. Berger	Closed	Next meeting of C63®	
AI-78:	Pat Roder to provide a sales report on our Standards by e-mail to the voting members	Ms. Roder	Closed	Next meeting of C63®	
AI-79:	Mr. Berger to put up a Doodle poll (survey) on how many members are using any or all C63 Standards by June 30, 2014	Mr. Berger	Closed	Next meeting of C63®	Doodle poll run week of 5/5/14
AI-80:	Andy Griffin to provide a list of processes or the outline used in ETSI and an estimate of time required for each step	Mr. Griffin	Closed	Next meeting of C63®	
AI-81:	Pat Roder to investigate the formal process to withdraw a Standard	Ms. Roder	Closed	Next meeting of C63®	
AI-82:	Jerry to change Mr. Hodes' affiliation on the website for SC1 to Proficiency Testing Services	Mr. Ramie	Closed	Next meeting of C63®	Affiliation changed 5/6/14
AI-83:	Don Heirman to pass around topics for consideration in the next edition of C63.4 to the main committee for additional comments	Mr. Heirman	Open	Next meeting of C63®	
AI-84:	Working group chair (Mr. Chen) to notify Pat Roder of the new title for C63.7 ("OATS changed to "Test Sites")	Mr. Chen Ms. Roder	Closed	Next meeting of C63®	
AI-85:	C63.2 working group membership will be provided to the Secretary by Mr. Schaefer	Mr. Schaefer	Open	Next meeting of C63®	
AI-86:	Pat Roder to circulate a document explaining the definitions copyright permission policy and provide a written copy of the policy	Ms. Roder	Closed	Next meeting of C63®	
AI-87:	Mr. Shellman to circulate a revised SC2 Scope to the main committee within 30 days. (June 1, 2014)	Mr. Shellman	Closed	June 1, 2014	
AI-88:	Mr. Long to provide a timeline for C63.8 and C63.11 by June 1, 2014	Mr. Long	Closed	June 1, 2014	
AI-89:	Don H. to send electronic copy of Raleigh C63® workshop brochure to the voting members of C63®	Mr. Heirman	Closed	June 1, 2014	

The [education report](#) requested action from the membership, to be entered into these Minutes as Action Items.

AI-96: C63® members are asked to endorse the workshop activities

AI-97: C63® members are asked to advertise our workshops in their company and trade organization

AI-98: C63® members are asked to identify venues and events where our workshops can be held

AI-99: C63® members are asked to consider hosting a workshop

13. Adjournment – Thanks to Compliance Testing LLC. The meeting adjourned at 1:56PM.

End of Meeting

Consolidated Action Items from Main Committee Meeting 11/13/14²

Action Item #	Subject	Responsible Person	Status	Delivery Date	Comments
AI-83:	Don Heirman to pass around topics for consideration in the next edition of C63.4 to the main committee for additional comments	Mr. Heirman	Open	5/7/15	
AI-85:	C63.2 working group membership will be provided to the Secretary by Mr. Schaefer	Mr. Schaefer	Open	5/7/15	
New Action Items					
AI-90:	Steve and Poul to change Membership verbiage to clarify Subcommittee attendance rules, subject to review by e-mail	Steve Whitesell Poul Andersen	Open	5/7/15	
AI-91:	Pat to seek clarification from ANSI on members dying or becoming sick during a ballot	Pat Roder	Open	5/7/15	
AI-92:	Pat to ask third-party resellers for sales figures on our Standards	Pat Roder	Open	5/7/15	
AI-93:	Don Heirman will issue a formal call for volunteers to serve on the C63.4 working group	Mr. Heirman	Open	5/7/15	
AI-94:	Steering committee to respond to Mr. Schaefer's submission about dated references	C63® Steering Committee	Open	5/7/15	
AI-95:	The Chairman is to provide the US-EMC Standards Corporation MOU to the Main Committee	Dan Hoolihan	Open	5/7/15	
AI-96:	C63® members are asked to endorse the workshop activities	C63® members	Open	5/7/15	
AI-97:	C63® members are asked to advertise our workshops in their company and trade organization	C63® members	Open	5/7/15	
AI-98:	C63® members are asked to identify venues and events where our workshops can be held	C63® members	Open	5/7/15	
AI-99:	C63® members are asked to consider hosting a workshop	C63® members	Open	5/7/15	

Attachments from Main Committee Meeting 11/13/14³

Agenda Item #	Description	Filename
2.1	Draft agenda	http://www.c63.org/documents/misc/minutes/2014_Nov/DRAFT_Agenda_Main_Committee_November_2014.doc
2.2	Patent slides	http://www.c63.org/documents/misc/minutes/2014_Nov/patent_slideset_to_be_shown_at_each_meeting.pdf
5.0	Approved Minutes of previous meeting	http://www.c63.org/documents/misc/minutes/2014_Nov/Draft_Main_Mins_May2014_D.doc
6.1	Secretariat Report	http://www.c63.org/documents/misc/minutes/2014_Nov/Roder_Nov2014_C63_Slides2.ppt
8.0	Slide Template	http://www.c63.org/pw/c63/C63_PowerPoint_template.ppt
8.1	SC1 Report	http://www.c63.org/documents/misc/minutes/2014_Nov/SC1_update_20141113.ppt
8.1	PINS-C for ISM test procedures	http://www.c63.org/documents/misc/minutes/2014_Nov/PINS_C_ISM_test_procedures.doc
8.2	SC2 Report	http://www.c63.org/documents/misc/minutes/2014_Nov/SC2_Report_to_Main_Committee_20141113_Rev1.pptx
8.3	SC3 Report	http://www.c63.org/documents/misc/minutes/2014_Nov/SC3_Nov_2014_Report.ppt
8.4	SC5 Report	http://www.c63.org/documents/misc/minutes/2014_Nov/SC5_Report_C63_r1_20141113.pptx
8.4	PINS-C for C63.15	http://www.c63.org/documents/misc/minutes/2014_Nov/PINSCFRM_C63_15_July_2014.DOC
8.5	SC6 Report	http://www.c63.org/documents/misc/minutes/2014_Nov/SC6_Report_Main_20141113.pptx
8.6	SC7 Report	http://www.c63.org/documents/misc/minutes/2014_Nov/SC7_2014_Report_20141113_v2.ppt
8.7	SC8 Report	http://www.c63.org/documents/misc/minutes/2014_Nov/SC8_report_20141113.ppt
9.1	Proposed Standards revision changes	http://www.c63.org/documents/misc/minutes/2014_Nov/Change_of_Revision_Process_ASC_C63_Standards_Schaefer.pdf

² Consolidated (re-numbered) action items are included here for reference, but are not a part of the minutes.

³ Attachments are not a part of the meeting minutes. They may be downloaded from the [Minutes page](#) of the [C63.org](#) website.

11.1	Education & Training report	http://www.c63.org/documents/misc/minutes/2014_Nov/C63_Education&Training_Nov_2014_report.pptm
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