ANSI Accredited Standards Committee C63®
Electromagnetic Compatibility
Main Committee
Approved Minutes

Chair: Don Heirman
Vice Chair: Dan Hoolihan
Secretary: Jerry Ramie

May 5, 2011
8:30 AM to 3:00 PM
ETS-Lindgren
Cedar Park, TX

1. **Call to Order: Chair (Don Heirman)** The meeting was called to order at 8:30AM.

   1.1   **Opening remarks and Announcements: Chair (Don Heirman)** The chair asked for self-introductions.

   1.2   **Moment of silence for Kurt Fischer (former SC 6 chair) –** a slide was shown in memory of Kurt Fischer:
   http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/Main_Kurt_Boccanegra_Fischer.pdf

   1.3   **Meeting logistics announcements:** Janet O'Neil welcomed the group and noted that our working groups are invited to use the facilities. Lunch buffet will be hosted by ETS-Lindgren. Tours of these facilities will be conducted after the meeting. The chair thanked her and ETS-Lindgren for hosting out meetings.

   1.4   **Introductions (roll call): Secretary (Jerry Ramie)**
   Members in attendance are shown in the table below.

MEMBER	PRIMARY	ALTERNATE
ACIL		Hodes, Harry
Alcatel – Lucent	Moongilan, Dheena	
Alliance for Telecom Ind. Solutions (ATIS)		
American Radio Relay League	Hare, Ed	
AT&T - formerly Cingular Wireless	Chapman, David	
Bureau Veritas		Hussain, Mairaj
CISCO Systems		
Dell Inc.	Worley, Richard	
Electric Power Research Institute		
ETS – Lindgren		Chen, Zhong
Federal Communications Commission		
Food and Drug Administration		

Info. Tech. Industry Council – ITIC		
Inst. Elect. and Electronics Engrs.- IEEE	**Heirman, Don**	
Inst. Elect. and Electronics Engrs. EMCS	**Berger, Stephen**	
Motorola		
Nt't Institute Standards & Tech.- NIST	**Camell, Dennis**	
Northwest EMC		
PCTEST Engineering Laboratory		**Coston, Steve**
Polycom		
Research in Motion (RIM)		
Samsung Telecommunications		**Green, Kendra** (11:20AM arrival)
Society of Automotive Engineers	**Andersen, Poul**	
Sony Ericsson Mobile Communications		
SPAWAR - US Navy		
TIA - Telecomm. Industry Association	**Whitesell, Stephen**	
Telecomm. Certif. Body (TCB) Council	**Wall, Art**	
TUV-America, Inc.		
Underwriters Laboratories	**DeLisi, Bob**	**Moser, Jeffrey**
US Dep't. Defense - Joint Spectrum Ctr.	**Shellman, Marcus**	
Individual Members:		
INDIVIDUAL Member	**Hoolihan, Daniel**	
INDIVIDUAL Member		
INDIVIDUAL Member		
Emeritus Members:		
MEMBER EMERITUS		
MEMBER EMERITUS		
MEMBER EMERITUS		

30 organizations + 3 individual members = 33 total. A quorum is 50%; that is 17 or more members in attendance. Quorum was achieved. (18 members attended this meeting)

Observers:
Secretary, ASC-C63®	Jerry Ramie
URS/DISA	Michael Duncanson
Vican Electronics	Victor Kuczynski
Sensormatic	Don Umdenstock
Motorola	Mac Elliott

ETS-Lindgren   Janet O'Neil

2. **Approval of the Agenda**
   2.1 **Approval of Consent Agenda: Chair (Don Heirman)** The chair asked for and received approval of the consent agenda by voice vote.
   2.2 **Approval of the Minutes of last meeting: Secretary (Jerry Ramie)** Comments on the October, 2010 minutes were received from Cisco Systems. (Werner Schaefer) These comments were shown to the group and text was modified. Mr. Hodes moved to approve the Minutes as amended, seconded by Mr. Andersen. The October, 2010 Minutes were approved by voice vote and are posted at http://www.c63.org/approved_c63_meeting_minutes.htm
   2.3 **Approval of rest of the agenda: Chair (Don Heirman)** Mr. Hare moved to approve the rest of the agenda, seconded by Mr. Hoolihan. The rest of the Agenda was approved by voice vote. It is posted as http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/Main_C63R_approved_ agenda_20110505.pdf

3. **Presentation of patent slides: Secretary (Jerry Ramie)** The patent slides were shown from the IEEE web site. The Chair discussed the content of the slides with the Main Committee. ACIL noted that the IP of their presentation on inter-laboratory comparisons yesterday still belongs to ACIL, with permission to use or copy these slides granted to ASC-C63® if credit is given to ACIL.

4. **Presentation of meeting attendance fee slides: Secretary (Jerry Ramie)** The meeting attendance fee slides were shown. They are posted on http://www.c63.org/documents/misc/admin/fee_schedule.html

5. **Membership report: Dan Hoolihan** Mr. Hoolihan reported that receivables will be settled at the end of May. He reported that 10 individual memberships are "at risk" due to non-payment. These members will be dropped at the **end of May** if payment is not received. Subcommittee members can attend any subcommittee meeting. Up to five people can represent an organization and the Chair encouraged each institutional member to name all five to the Secretariat (IEEE, Mr. Kipness). **AI: Secretary to ask Mr. Kipness for a complete list of our members including the primary and alternate members, as well as any other persons they have assigned. Due 15 June 2011**

6. **C63® Standards and Draft Standards:**
   Status Reports by Subcommittee Chairs and/or Working Group Chairs.

   C63.2: EM Noise & Field Strength Instrumentation
           Subcommittee 1 Chair: Dennis Camell
           Status: Current. No plans for maintenance at this time. Slides were shown as posted:
   http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.2_20110505_status.pdf
   The Chair noted that the front section of our Standards as published now show that errata and interpretations are hosted by the IEEE, which is not the case. We have asked the IEEE to show our website URL as well as theirs in all future Standards they publish for us.

   C63.4: Emissions Measurements
           Subcommittee 1 Chair: Dennis Camell
           Working Group Chair: Don Heirman
           Status: Current. Maintenance is underway. Slides were shown as posted:
   http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.4_20110505_status.pdf

Mr. Camell noted that the publication date is expected to be in mid-2012. The membership list was shown and approved by the Main Committee. The Chair noted that all interpretations are required to be included in the new revision. ACIL (Mr. Hodes) noted that three Standards would have to be purchased instead of one, at additional cost.

C63.5: **Antenna Calibration**
>**Subcommittee 1 Chair: Dennis Camell**
>**Working Group Chair: Dennis Camell**
>**Status: Current, with Maintenance underway.** Slides were shown as posted:

http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.5_20110505_status.pdf
The target date is 6/11 for submission to SC1. The Membership roster was shown. Antenna gain will not be included. New topics were discussed, including expanding the scope. Time domain gating with VNAs is being added as an option above 1GHz in free space. The subject of the "1GHz crossover" discontinuity was discussed regarding hybrid antennas. The TCBC (Mr. Wall) noted that this "was not abstract" and may need to be addressed in the future. ACIL (Mr. Hodes) pointed out that using different test methods and calibration procedures will always cause such an offset.

C63.8: **Calibration of EMC Test Equipment (guide)**
>**Subcommittee 6 Chair: Victor Kuczynski**
>**Working Group Chair: Victor Kuczynski**
>**Status: New Standard. Draft being written.** Slides were shown as posted:

http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC6/SC6_20110505_report.pdf
A new title was shown in slide 5. LISN calibration was discussed in comparison to CISPR16 requirements. Mr. Kuczynski noted that distribution of a draft to the committee should occur by the end of the year. EMAC has a similar effort underway, and Mac Elliott thought that he could share some of this text with us. ACIL (Mr. Hodes) wanted to assign someone to work on this committee.
AI: Mr. Kuczynski will approach the four major accreditation bodies for assistance with C63.8. Action due 15 June 2011

C63.9: **Immunity of Office (audio) Equipment maintenance**
>**Subcommittee 5 Chair: Ed Hare**
>**Status: Current. No plans for further maintenance at this time.**

http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.9_15_16_20_24_20110505_status.pdf The Chair noted that 30V/m radiated immunity testing was included in this Standard.

C63.10: **Wireless Devices testing**
>**Subcommittee 1 Chair: Dennis Camell**
>**Working Group Chair: Art Wall**
>**Status: Current. Maintenance is underway.** Slides were shown as filename:

http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.10_26_20110505_status.pdf The Membership roster was shown. Mr. Camell reported that 30 people attended the working group meeting. ACIL (Mr. Hodes) noted that active loop antennas are more typically used, rather than the passive loops as shown now. The Chair noted that other Standards of ours would have to be modified to include active loops as well. The TCBC (Mr. Wall) added that this would require further discussion. The ARRL (Mr. Hare) pointed out that two measurements would be required below and above ?/2? . Extrapolation factors of 40dB/decade of distance were proposed below the ?/2? point, and 20dB/decade of distance closer to the source than the ?/2? point. Mr. Camell said that the tentative timeline is for submittal of the draft to the Main Committee by the end of 2011.

C63.11: Inter-lab comparison of EMC testing
            Subcommittee 6 Chair: Victor Kuczynski
            Working Group Chair: Dan Hollihan
            Status: New Standard. Draft being written.

http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC6/SC6_20110505_report.pdf
Victor reported that they covered two areas out of three during their meeting. He wanted to add a half-hour to their allotted meeting time for the next meeting. He acknowledged the contribution of ACIL (Mr. Hodes) for statistical analysis. EMC proficiency is much harder than other types of expertise to demonstrate. The draft should be ready for consideration by the end of the year, possibly by October. He asked for more meetings by webinar or teleconference from now until then.

C63.12: EMC Limit setting
            Parent Committee Chair: Don Heirman
            Status: Reaffirmed 2007. Mr. Hare noted that Mr. Kipness has presented a document indicating that reaffirmation occurred in 2007, but the IEEE website does not offer this version. Mr. Hodes asked how much we were charged for this work? The answer wasn't known by the IEEE representative, Mr. Heirman. **AI:** Secretary to send reminder by 15 June to all members of ASC-C63® as to whether they want to reaffirm or change C63.12. (The Chair thought it was a recommended Practice, not a Standard) NOTE: Google yields a **free copy of C63.12**, the Chair will contact IEEE.

C63.14: Definitions
            Subcommittee 2 Chair: Marcus Shellman
            Working Group Chair: Marcus Shellman
            Status: Published standard. Revisions continue as needed.

http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.14_20110505_status.pdf Mr. Shellman reported that the document was approved in 2009 and has an active PINS. They don't have a target date for publication yet. The Glossary has 203 terms from the IEV dictionary to consider. They don't want to "harmonize" with these IEV definitions, but rather to make a note of them.

C63.15: Immunity Meas. & Instr. Publication
            Subcommittee 5 Chair: Ed Hare
            Status: Current. No plans for further maintenance at this time.

http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.9_15_16_20_24_2011
0505_status.pdf The Chair noted that this document is not a Standard, as it covers among other items instrumentation for immunity testing, not the test methods themselves.

C63.16: ESD Test Methodologies
            Subcommittee 5 Chair: Ed Hare
            Working Group Chair: Richard Worley
            Status: Administratively withdrawn. PINS drafted.

http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.9_15_16_20_24_2011
0505_status.pdf Mr. Worley thought they still wanted to pursue this and they are developing a new PINS now—AI Worley to prepare PINS for C63® to review by 15 July. The Chair noted that the test method in this document is different from IEC 61000-4-2, with faster rise-times and different simulators. It also addresses furniture discharge, statistical determination of test points, charge-docking ESD on the bottom of the product and low-level pin discharges to Ethernet ports. Mr.

Worley hoped to have some text for review by the end of September.

C63.18: On Site Medical Device Immunity Testing
      Subcommittee 8 Chair: Bob DeLisi
      Working Group Chair: Jeffrey Silberberg
      Status: In recirculation ballot - Slides were shown as posted:
http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.18_20110505_status.pdf Mr. DeLisi reported that a balloting group is being formed by the Secretariat now. This recirculation ballot will only allow comments on changes from the original balloted text.

C63.19: Hearing Aid Compatibility maintenance
      Subcommittee 8 Chair: Bob DeLisi
      Working Group Chair: Stephen Berger
      Status: Ballot complete. In final edit prior to publication by 6/1/2011.
    Slides were shown as posted:
http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.19_20110505_status.pdf Mr. DeLisi reported that ANSI Standards action was started on 1/21/11. Final edits are underway with the IEEE, with expected completion by 5/20/11. Publication date is pending these final edits, possibly within a week or two. Mr. Berger noted that they are now in communication with the FCC-OET and that they are anxious to receive the document. **AI:** Mr. Berger to write a letter about C63.19 for distribution to accrediting bodies and forward the text to Mr. Heirman. PC Test (Coston) offered to assist with the text, which is due by mid-June.

C63.20: Nuclear Power Plant Immunity
      Subcommittee 5 Chair: Ed Hare
      Working Group Chair: Stephen Berger
      Status: This is a new project; the Working Group is being formed.
http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.9_15_16_20_24_20110505_status.pdf Mr. Berger reported that international events in Japan give us impetus to complete this work. A new generation of nuclear plants is on the drawing boards, with these new plants embracing wireless devices for sensors, etc. These systems will require immunity validation through testing. Low incidence events related to intentional EMI will be considered. C63.20 and C63.24 are using the same working group roster; mostly composed of power industry personnel.

C63.22: Guide for Automated EMI Measurement
      Subcommittee 1 Chair: Dennis Camell
      Status: Current. No plans for further maintenance at this time. Slides were shown:
http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.22_20110505_status.pdf Mr. Camell reported that they have an inactive PINS and this Guide was published in 2004. A ballot is now starting for re-affirmation of this Guide. Mr. Kuczynski wanted to promote this Guide through a workshop. The Chair said that several Standards could be combined together to form up a full-day workshop curriculum. When the document goes to ballot, test equipment manufacturers (including software providers) will have to be included.

C63.23: Measurement Uncertainty
      Subcommittee 1 Chair: Dennis Camell
      Working Group Chair: Bob DeLisi
      Status: New Standard. Draft being written. Slides were shown as posted:
http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.22_20110505_status.p

df Mr. Camell reported that they have a PINS on file that was approved 4/26/05 with a target date for completion in October, 2011. Mr. DeLisi reported that the fourth draft was circulated to the Working Group in April, with the next draft due at the end of June, 2011. The Working Group membership roster was shown.

C63.24: **On site generic immunity testing**
> **Subcommittee 5 Chair: Ed Hare**
> **Working Group Chair: Stephen Berger**
> **Status: New Standard. Draft being written.**

http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.9_15_16_20_24_20110505_status.pdf Mr. Berger reported that this Standard was an extension of C63.18 and could be used to assure installations achieve necessary immunity to assure reliability. The draft should make progress before the next meeting. Mr. Hodes noted that radiated immunity testing might require a temporary license. Mr. Berger said that active testing is coordinated with the FCC, often restricting the hours to overnight testing.

C63.25: **Time Domain applications for Test Site Validation**
> **Subcommittee 1 Chair: Dennis Camell**
> **Working Group Chair: Greg Kiemel**
> **Status: New Standard. Draft being written.** Slides were shown as posted:

http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.25_20110505_status.pdf Mr. Camell reported that this draft Standard has a PINS on file since 10/07. The working group is preparing a draft with a release target date of 12/2011. The membership roster was shown. It is a new Standard with a collection of previous documents now being assembled. Sample Site VSWR data from ACIL-affiliated labs will allow comparisons of >1GHz methods. The Chair noted that this is a workshop topic for the EMC Symposium this year. Mr. Kuczynski asked to be included in the Working Group.

C63.26: **Licensed Transmitter testing**
> **Subcommittee 1 Chair: Dennis Camell**
> **Working Group Chair: Art Wall**
> **Status: New Standard. Draft being written.** Slides were shown as posted:

http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.10_26_20110505_status.pdf Mr. Camell reported that a PINS is on file and was approved 5/09. Work is just beginning on the draft with a target date for balloting in October, 2012. Membership overlaps with C63.10 membership. The draft is undergoing early formatting. Mr. Wall said that Certification of licensed transmitters is not required in all cases. He noted that some procedures are not documented at all, such as TIA-603.

More information is available on the Standards Status section of the C63® web page.

7. **New or proposed projects: Chair (Don Heirman)**

7.1   **Discussion of Smart Grid: Chair (Don Heirman)** The Chair noted that one of the "hottest technical topics on the planet is Smart Grid." What is missing is **any** recognition of our C63® documents by NIST in their Smart Grid Interoperability Standards list. (pg. 50) There was discussion at the last meeting that we should put together a list of our documents that are relevant to this newly emerging industry. A presentation was shown as posted:
http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/Main_C63R_standards_for_

smart_grid.pdf The Chair reviewed the Standards listed and discussed their relevance to the Smart Grid and asked that our work be mentioned when Smart Grid conversations are held.

8. Subcommittee reports:

SC1: Measurement and Instrumentation: Dennis Camell showed a presentation as posted: http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC1/SC1_20110505_report.pdf He presented his 21 members and the scope. The vice-Chair verified that all proposed members have paid. He moved to accept the membership as shown, no second was required. The membership was approved by voice vote. The scope was unchanged, so Mr. Camell moved to approve the scope as shown. The scope was approved by voice vote. They have five active Standards and six working groups. Six interpretations were addressed since the last meeting. Mr. Camell will provide text for the newsletter.

SC2: Definitions: Marcus Shellman showed a presentation as posted: http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC2/SC2_20110505_report.pdf The membership roster was shown. Mr. Southworth has retired and was replaced by Janet O'Neil. Mr. Shellman moved to approve the membership, no second was required. The motion passed by voice vote. **AI:** All SC Chairs to submit their definitions to Mr. Shellman in SC2 for review by 15 June. SC2 newsletter input was shown. It was suggested that "glossary" be defined. The scope was shown. Mr. Shellman moved to approve the scope, no second was required. The motion passed by voice vote.

SC3: International Standardization: Poul Andersen showed a presentation as posted: http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC3/SC3_20110505_report.pdf The officers were shown. 10 members and 9 observers were present at the meeting this week. They reaffirmed the leaders for all documents under development. Detailed reviews are expected at the October meeting. CISPR chamber validation was proposed for addition. They want three hours for the SC3 meeting in October. CISPR activity was shown. The scope from our website was reviewed by the subcommittee. Mr. Andersen moved to accept the scope as shown with no second required. The motion passed by voice vote. The SC3 membership had several changes from the last meeting. The new membership roster was shown. Mr. Andersen moved to approve the membership, no second was required. The motion passed by voice vote.

SC5: Immunity Measurements: Ed Hare showed a presentation as posted: http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC5/SC5_20110505_report.pdf The officers and membership of SC5 were shown. Mr. Worley wanted to join the Subcommittee and was invited to submit a membership application. Mr. Hare moved to approve the membership, no second was required. The motion passed by voice vote. Mr. Hare moved to accept the scope as shown with no second required. The motion passed by voice vote. **AI:** Mr. Hare to provide SC5 text for the newsletter by 1 June 2011.

SC6: Laboratory Accreditation: Victor Kuczynski noted that 16 members and 10 guests attended their meeting. WG2 was disbanded and will be removed from the web page. **AI:** Mr Hare to remove SC6-WG2 from the site and implement updates to bring the content current by 15 July . He showed a presentation posted as: http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC6/SC6_20110505_report.pdf They have a current PINS. WG4 efforts were shown. Mr. Kuczynski indicated that changes in the site were required. The officers and membership of SC6 were shown. Mr. Hodes volunteered to work on inter-laboratory comparison. He was accepted into the working group. Mr. Kuczynski moved to approve the membership roster, no second was required. The motion passed by voice vote. If Mike Violette wants to

participate personally, he will need to be part of ACIL membership or pay separately for WG membership, Mr. Hoolihan noted. The Scope was shown from the website. Mr. Kuczynski moved to approve the scope as shown, no second was required. The motion passed by voice vote.

SC7: **Unlicensed Personal Comm. Services:** **Stephen Berger** showed a PINS-C presentation for a study project on the test methods for evaluating a wireless devices' resistance to interference from other wireless devices in the intended environment. The Chair asked about how two wireless devices that are allowed to operate on the same frequency would be handled. Mr. Berger noted that this question is about "spectrum etiquette" and is not being considered. Mr. Moongilan asked about how receivers will be addressed. Mr. Berger said that modern electronics often employ power control, which can minimize the chance of interference. (Interference would be less likely when using lower power.) Mr. Moonglian noted that this is about "interoperability."

Medical wireless devices were discussed. Mr. Hodes stated that unlicensed devices must accept any interference they receive. Medical telemetry spectrum has been assigned, he noted. Mr. Berger replied that life-critical medical communications is required to share spectrum. The Chair asked for discussion on accepting or rejecting this PINS-C. Mr. Berger said there will only be two outcomes of this consideration; a PINS or the disbanding of the working group. The Chair asked for a vote on the PINS-C, which passed by voice vote. This should be posted on the website.

The current scope of SC7 was shown. The word "constraints" was inserted into the text. Mr. Berger moved to accept the SC7 "spectrum etiquette" scope as amended, no second was required. The amended scope was approved by voice vote.

The membership roster was shown. **AI:** Mr. Berger is to contact all voting members of C63 (vmc63@ieee.org) and ask for more participants in Subcommittee 7. Mr. Moongilan volunteered for the Subcommittee as a manufacturer and was added to the roster. Mr. Berger moved to accept the membership roster as amended, which was approved by voice vote.

SC8: **Medical Equipment Testing:** **Bob DeLisi**   He showed a presentation posted as: http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC8/SC8_20110505_report.pdf The membership was shown and Mr. DeLisi moved to approve the membership, no second was required. The motion passed by voice vote. Mr. DeLisi moved to approve the scope, no second was required. The motion passed by voice vote. AAMI, FDA and IEC liaison reports were shown. Mr. DeLisi will provide some text for our newsletter.

More information is available on the <u>Standards Status</u> section of the **C63® web page**.

9.   **FCC Matters focusing on relation to C63® activity:** **Bill Hurst** (FCC) Mr. Kuczynski showed a Presentation posted as: http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/FCC_Status_Report_20110 505.pdf that was sent from Mr. Hurst. (Recent FCC Activity) He showed slides on White Space, Hearing Aid Compatibility, Accredited Test Firm KDB, KDB Publications, Measurement Guidance, Draft Publications / Pending KDB's, Equipment Authorization Certification Trends, Top Ten Certified Device Equipment Classifications, MRA Status – Phase I, MRA Status – Phase II, FCC Website / Electronic Filing Changes and TCB Related Activities.
9.1   Review of FCC references to C63® standards
There was no report provided for the review.
9.2   Status of FCC biennial review

There was no status report presented.

9.3 **New projects needed by FCC** **to be considered by C63®** "Measurement Guidance" was shown and posted as: http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/Main_Areas_to_help_FCC.pdf **AI:** The Chair will send a note to Mr. Hurst to indicate which "measurement guidance" items have come to conclusion before the next meeting..

10. **"State of the Committee" review**

10.1 **Items of interest: Chair (Don Heirman)**

10.1.1 **IEEE contract** was signed in early April. The new IEEE Standards Association site was shown as www.standards.ieee.org. **AI:** Mr. Hare to set our "Purchase Standards" links to www.standards.ieee.org by 15 July. The site was exercised to show C63.4 and how to purchase this Standard. Five versions of C63.4 were shown as "active." **AI:** Secretary to ask Mr. Kipness to correct the multiple listings of C63.4 as "active." By 15 July (Older versions should be shown as "superseded.")

10.1.2 **ANSI audit corrective action—Action** The Chair reports that we have been audited by ANSI and we have to conform to their findings by supplying our corrective actions. Mr. Hoolihan recommended that we adopt the revised procedures and moved to adopt the revised procedures that were circulated by the Chair. Mr. Hodes seconded the motion. No opposition was expressed; the committee agreed to allow the Chair to add a few words that might be missing and submit to ANSI via the secretariat.

10.2 **Review of interpretations received or balloted since last meeting:**
Secretary (Jerry Ramie) Two interpretations/explanations were received since the last meeting:

Date	Project name	Filename:
2/16/11	Cone of radiation	C63.4 - April 2011 - cone of radiation.docx
4/18/11	Hybrid antenna calibration hybrid antennas will be addressed.	(not completed yet) Questions about C63.4 (Annex H) on

10.3 **Membership certificates: Chair (Don Heirman)** None were issued.

10.4 **Service awards: (Bob Hofmann)** None were awarded. The chair wishes to have candidates nominated by committee members so that we can have the awards presented at the last meeting of the year. **AI** C63® members to provide Bob Hofmann candidates for the outstanding service award by 31 August.   Nomination forms are available from Bob.

11. **Financial report:** Mr. Hoolihan reports that C63® is on a fiscal-year basis ending June 30. He indicated that we have a surplus because of slow billing by the IEEE. We are in "good shape" financially, he noted. The Chair stated that we pay annually $22k for our Secretariat services. We don't get bills for processing, balloting or publishing until the Standard is published. (C63.19 cost us $6k to be billed after it is published) Fees are assigned based on an average page count.

12. **Steering Committee Report: Chair (Don Heirman)** The Chair presented the membership roster of our Steering Committee. We typically discuss finances, the Main Committee agenda and any additional services needed by the organization, such as webinar capability.

13.   **C63.org** **website use and updates: Web Content Manager (Ed Hare**) Content will be updated by 15 July.

14.   **Project Initiation Notification System** **(PINS)** All PINS have been forwarded to the Secretariat. One PINS is not posted yet. Our PINS-C will be added to the public section of the site to show work we intend to pursue.

    14.1   Status of active PINS: Secretariat (Mike Kipness)
No report submitted

15.   **Status** **of C63® published standards: (Mike Kipness)**
http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/Main_Report_of_anniversary_standards.pdf
    15.1   Fourth Anniversary standards: C63.12-1999 (R2007) - 4 years
    15.2   10 years or older standards: None
Standards Status from Secretariat:
C63-19-2011 - Just born
C63.15- 2010- 1 year
C63.2-2009- 2years
C63.4-2009 - 2 years
C63.10-2009 - 2 years
C63.14-2009 - 2 years
C63.9-2008 - 3 years
C63.12-1999 (R2007) - 4 years
C63.5-2006 - 5 years
C63.17-2006 - 5 years
C63.7-2005 - 6 years
C63.22-2004 - 7 years

16.   **Other administrative matters**
    16.1   Plans for updating C63® operating procedures: Warren Kesselman
    We voted to approve slightly changed procedures per the requirement of our ANSI audit.   We can institute other changes such as including all our time sensitive requirements (http://www.c63.org/documents/misc/admin/time-sensitive_tasks.htm) after ANSI agrees with our corrective actions from our last audit.

17.   **New business**
    17.1   New or proposed projects: Chair (Don Heirman)
    17.2   WebEx presentation: Secretary (Jerry Ramie) Mr. Ramie showed a presentation: The capabilities of the service were presented.

18.   **Old Business**
    18.1   Logo registration: Chair (Don Heirman) **AI:** Mr. Hare will post our logo registration paperwork on our site. Logo registration files: 1, 2, 3, 4

19.   **Other Business**
    19.1   Future Seminars and Workshops: Chair (Don Heirman) showed a presentation posted as: http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/Main_2011-

      Workshops at Symposium C63.4 and C63.5 workshops will be given before the beginning of the EMC Symposium in Long Beach.

19.2   **Newsletter report: Warren Kesselman/** The Chair (**Don Heirman**) asked us to submit our newsletter text as soon as possible, as we must publish the newsletter within **60 days**.

19.3   **Next meeting at Thompson Park, Lincroft, NJ on October 6, 2011:**
Secretary (**Jerry Ramie**) Photographs of the meeting venue at Thompson Park were shown.

20. Review of the action items from previous meetings: Secretary (Jerry Ramie)

Consolidated Action Items from Main Committee Meeting 10/28/10[1]

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-1:	Mr. Hare to update the website to indicate this new member. (EPRI)	Mr. Hare	Closed	12/31/10	
AI-2:	Secretary to send letter of welcome to EPRI.	Secretary	Closed	12/31/10	
AI-3:	The subcommittee chairs are to review the status table for accuracy.	subcommittee chairs	Open	12/31/10	Forever.
AI-4:	Mr. Hare to inquire with Mr. Kipness about the availability of the 2007 version of C63.12.	Mr. Hare	Closed	12/31/10	Nonsensical answer
AI-5:	Secretary to check with the secretariat on the status of C63.14 PINS.	Secretary	Closed	12/31/10	
AI-6:	Mr. Kipness to produce matrix of balloting results for C63.19 and forward them to the Chair.	Mr. Kipness	Closed	12/31/10	
AI-7:	Secretariat to circulate a reaffirmation ballot for C63.22 by the end of the year.	Mr. Kipness	Closed	12/31/10	
AI-8:	SC1 chair to seek a replacement for Mr. Windler by the end of the year.	Dennis Camell	Closed	12/31/10	
AI-9:	Mr. Hare to assemble a list and share it with various Smart Grid committees and working groups.	Ed Hare	Closed	12/31/10	
AI-10:	The Secretary will forward the newly approved C63.4 PINS to the Secretariat (Mr. Kipness) to forward to ANSI.	Secretary	Open	12/31/10	
AI-11:	Mr. Kipness to update status on C63.14 PINS.	Mr. Kipness	Closed	12/31/10	
AI-12:	The SC2 chair to forward the draft SC2 white paper to present to the IEEE-SA for review.	Mr. Shellman	Open	12/31/10	
AI-13:	All subcommittee chairs and WG chairs to fill out their officer positions.	All SC chairs and WG chairs	Open	12/31/10	
AI-14:	Mr. Kuczynski to provide web content update to Mr. Hare for posting.	Mr. Kuczynski	Open	12/31/10	
AI-15:	Mr. Hare to add a table to the interpretations / explanations page showing content more clearly.	Mr. Hare	Open	12/31/10	
AI-16:	Mr. DeLisi and SC 8 members to solicit experts in wireless coexistence testing and report progress at the next meeting.	Mr. DeLisi	Closed	Next meeting of C63®	
AI-17:	Steering Committee to review the list in the FCC report and come up with a proposal for C63® response.	Steering Committee	Closed	12/31/10	
AI-18:	The Steering Committee is to address these ANSI findings and make adjustments as required to our operating procedures. A preliminary corrective action report is due by December.	Steering Committee	Closed	12/31/10	

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[1] Consolidated action items are included here for reference, but are not a part of the minutes.

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-19:	Ed Hare showed the "New interpretations" and "interpretations / explanations" pages, which needed updating with tables indicating their document contents in plain text.	Ed Hare	Open	12/31/10	
AI-20:	PINS status needs to be updated by Mr. Kipness.	Mr. Kipness	Closed	12/31/10	
AI-21:	Mr. Hare to implement a plan to have archived PINS stored on our web site by the end of the year.	Mr. Hare	Open	12/31/10	
AI-22:	Steering Committee to respond to Mr. Kesselman and discuss changes to our operating procedures (essential requirements) in response to ANSI audit.	Steering Committee	Closed	12/31/10	
AI-23:	Mr. Kesselman to integrate comments received into new time-sensitive actions document.	Mr. Kesselman	Open	12/31/10	
AI-24:	Mr. Berger to offer comments to Mr. Ungar by 11/22/10.	Mr. Berger	Closed	11/22/10	
AI-25:	The Secretary will solicit bids from a few providers for comparison.	Secretary	Closed	01/30/11	
AI-26:	SC chairs to please submit their newsletter inputs by 30 November."	SC Chairs	Closed	11/30/10	

All Previous Action Items shown at Main Committee Meeting 10/28/10

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-3	Bill Stumpf will seek ACIL EMC Lab members to participate in site validation tests	Harry Hodes	Open	Next meeting of C63®	
AI-5	Ed Hare to modify PINS form currently on the site to become a PINS-C form. Mr. Hare should also install a separate website button to access the list of PINS-C forms on file in the public area.	Ed Hare	Open	Next meeting of C63®	
AI-10	Chair to forward the Kipness email to the Secretary to check the C63.12 date for accuracy.	Ed Hare	Closed	Next meeting of C63®	
AI-12	Secretary to post trademark booklet (supplied by Heirman) to our web site.	Ed Hare Don Heirman	Open	Next meeting of C63®	
AI-15	All SC chairs need to check their definitions against C63.14 and notify SC2 Chair of discrepancies		Open	Next meeting of C63®	
AI-17:	Secretariat to validate that ANSI has accepted his new PINS submittals in the next 2 weeks.	Kipness	Closed	11/30/10	
AI-18:	Secretary and Chair to review PINS-C and remove inactive listings from http://www.c63.org/pw/c63/pinsc/	Ramie, Heirman, Hare	Open	Next meeting of C63®	
AI-20:	The SC chairs are responsible for this self-consistency in test instrumentation, test site characteristics, and test methods in all their Subcommittees which have active standards in development.	WG Chairs	Closed	Next meeting of C63® and WGs	Recurring
AI-22:	SC2 chair to consider listing glossary terms	SC2 Chair	Closed	Next meeting of C63®	

20. Closing remarks and Adjournment: Chair (Don Heirman) Thanks for coming! Thank you to

ETS for their hospitality and our lunch. The Chair adjourned the meeting at 3:24PM-CST.

Consolidated Action Items from Main Committee Meeting 5/5/11[2]

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-1:	The subcommittee chairs are to review the status table for accuracy.	subcommittee chairs	Open	6/30/11	Forever.
AI-2:	The Secretary will forward the newly approved C63.4 PINS to the Secretariat (Mr. Kipness) to forward to ANSI.	Secretary	Open	6/30/11	
AI-3:	The SC2 chair to forward the draft SC2 white paper to present to the IEEE-SA for review.	Mr. Shellman	Open	8/31/11	
AI-4:	All subcommittee chairs and WG chairs to fill out their officer positions.	All SC chairs and WG chairs	Open	8/31/11	
AI-5:	Mr. Kuczynski to provide web content update to Mr. Hare for posting.	Mr. Kuczynski	Open	6/30/11	
AI-6:	Mr. Hare to add a table to the interpretations / explanations page showing content more clearly.	Mr. Hare	Open	8/31/11	
AI-7:	Ed Hare showed the "New interpretations" and "interpretations / explanations" pages, which needed updating with tables indicating their document contents in plain text.	Ed Hare	Open	8/31/11	
AI-8:	Mr. Hare to implement a plan to have archived PINS stored on our web site.	Mr. Hare	Open	8/31/11	
AI-9:	Bill Stumpf will seek ACIL EMC Lab members to participate in site validation tests	Harry Hodes	Open	Next meeting of C63®	
AI-10:	Ed Hare to modify PINS form currently on the site to become a PINS-C form. Mr. Hare should also install a separate website button to access the list of PINS-C forms on file in the public area.	Ed Hare	Open	Next meeting of C63®	
AI-11:	Secretary to post trademark booklet (supplied by Heirman) to our web site.	Ed Hare Don Heirman	Open	Next meeting of C63®	
AI-12:	All SC chairs need to check their definitions against C63.14 and notify SC2 Chair of discrepancies		Open	Next meeting of C63®	
AI-13:	Secretary and Chair to review PINS-C and remove inactive listings from http://www.c63.org/pw/c63/pinsc/	Ramie, Heirman, Hare	Open	Next meeting of C63®	
AI-14:	Secretary to ask Mr. Kipness for a complete list of our members including the primary and alternate members, as well as any other persons they have assigned.	Secretary	Open	6/30/11	
AI-15:	Mr. Kuczynski will approach the four major accreditation bodies for assistance with C63.8.	Mr. Kuczynski	Open	6/30/11	
AI-16:	Secretary to send reminder to all members of ASC-C63® as to whether they want to reaffirm or change C63.12.	Secretary	Open	6/30/11	
AI-17:	Mr. Berger to write a letter about C63.19 for distribution to accrediting bodies and forward the text to Mr. Heirman.	Mr. Berger	Open	6/30/11	

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

AI-18:	All SC Chairs to submit their definitions to Mr. Shellman in SC2 for review.	All SC Chairs	Open	6/30/11	
AI-19:	Mr. Hare to provide SC5 text for the newsletter.	Mr. Hare	Open	6/30/11	
AI-20:	Mr Hare to remove SC6-WG2 from the site and implement updates to bring the content current.	Mr Hare	Open	6/30/11	
AI-21:	Mr. Berger is to contact all voting members of C63® (vmc63@ieee.org) and ask for more participants in Subcommittee 7.	Mr. Berger	Open	6/30/11	
AI-22:	The Chair will send a note to Mr. Hurst to indicate which "measurement guidance" items have come to conclusion.	The Chair	Open	6/30/11	
AI-23:	Mr. Hare to set our "Purchase Standards" links to www.standards.ieee.org	Mr. Hare	Open	6/30/11	
AI-24:	Secretary to ask Mr. Kipness to correct the multiple listings of C63.4 as "active." (Older versions should be shown as "superseded.")	Secretary	Open	6/30/11	
AI-25:	Mr. Hare will post our logo registration paperwork on our site.	Mr. Hare	Open	6/30/11	

Attachments from Main Committee Meeting 5/5/11[3]

Agenda Item #	Description	Filename
1.2	Moment of Silence	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/Main_Kurt_Boccanegra_Fischer.pdf
2.2	Minutes of October, 2010 meeting	http://www.c63.org/approved_c63_meeting_minutes.htm
3.0	IEEE Patent slides	http://standards.ieee.org/board/pat/pat-slideset.pdf
4.0	Meeting Attendance fee slides	
6.0	SC1 update on C63.2	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.2_20110505_status.pdf
6.0	SC1 update on C63.4	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.4_20110505_status.pdf
6.0	SC1 update on C63.5	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.5_20110505_status.pdf
6.0	SC6 update on C63.8	http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC6/SC6_20110505_report.pdf
6.0	SC5 update on C63.9	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.9_15_16_20_24_20110505_status.pdf
6.0	SC1 update on C63.10	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.10_26_20110505_status.pdf
6.0	SC6 update on C63.11	http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC6/SC6_20110505_report.pdf
6.0	SC2 update on C63.14	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.14_20110505_status.pdf
6.0	SC5 update on C63.15	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.9_15_16_20_24_20110505_status.pdf
6.0	SC5 update on C63.16	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.9_15_16_20_24_20110505_status.pdf
6.0	SC8 update on C63.18	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.18_20110505_status.pdf
6.0	SC8 update on C63.19	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.19_20110505_status.pdf

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[3] Attachments are not a part of the meeting minutes. They may be downloaded from the Minutes section of the C63.org web page.

6.0	SC5 update on C63.20	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.9_15_16_20_24_20110505_status.pdf
6.0	SC1 update on C63.22	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.22_20110505_status.pdf
6.0	SC1 update on C63.23	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.22_20110505_status.pdf
6.0	SC5 update on C63.24	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.9_15_16_20_24_20110505_status.pdf
6.0	SC1 update on C63.25	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.25_20110505_status.pdf
6.0	SC1 update on C63.26	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/C63.10_26_20110505_status.pdf
7.1	C63® Standards for Smart Grid	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/Main_C63R_standards_for_smart_grid.pdf
8.0	SC1 Report	http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC1/SC1_20110505_report.pdf
8.0	SC2 Report	http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC2/SC2_20110505_report.pdf
8.0	SC3 Report	http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC3/SC3_20110505_report.pdf
	SC3 Membership roster	http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC3/SC3_20110505_Membership_List.pdf
8.0	SC5 Report	http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC5/SC5_20110505_report.pdf
8.0	SC6 Report	http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC6/SC6_20110505_report.pdf
8.0	SC6 Membership roster	http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC6/SC6_20110505_Membership_List.pdf
8.0	SC7 Motion to amend scope	http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC7/SC7_20110505_Scope.pdf
8.0	SC7 Membership roster	http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC7/SC7_20110505_membership_list.pdf
8.0	SC7 PINS-C on wireless coexistence	http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC7/SC7_20110505_Wireless_Coexistence_PINS-C.pdf
8.0	SC8 Report	http://www.c63.org/documents/misc/meeting/2011_May_meeting/SC8/SC8_20110505_report.pdf
9.0	FCC status report	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/FCC_Status_Report_20110505.pdf
9.3	FCC new projects	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/Main_Areas_to_help_FCC.pdf
17.2	WebEx presentation	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/Main_WebExMeetingCenter_C63.pdf
19.1	Future Seminars and Workshops	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/Main_2011-2012_Training.pdf
19.1	Workshops at EMC Symposium	http://www.c63.org/documents/misc/meeting/2011_May_meeting/Main/Main_2011_EMCS_Symposium_Workshops.pdf