Accredited Standards Committee C63®
Electromagnetic Compatibility

October 22, 2009
8:30 am to 3:00 pm
National Institute of Standards and Technology
Boulder, Colorado

Approved Meeting Minutes

1. **Call to Order** - **Chair** (Don Heirman)

   1.1.   **Introductions** (roll call) Secretary (Jerry Ramie)

Members present:

ACIL	Stumpf, William
Alcatel – Lucent	Moongilan, Dheena
ARRL	Hare, Ed
ETS – Lindgren	Chen, Zhong
FCC	Hurst, William
FDA	Silberberg, J. L.
ITIC	Hirvela, John
IEEE	Heirman, Don
IEEE-EMCS	Berger, Stephen
NIST	Camell, Dennis
Samsung Telecoms (alternate)	Green, Kendra
SAE	Andersen, Poul
SPAWAR - US Navy	Southworth, David
TCB Council	Stumpf, Bill
TUV-America, Inc.	Zimmerman, David
UL	Delisi, Bob
US DOD	Shellman, Marcus
US DOD (alternate)	Snyder, Joseph
INDIVIDUAL Member	Hoolihan, Daniel

Observers: Colin Brench   Victor Kuczynski   Adam Grouker

Members not present:

ATIS	Frerking, Mel
AT&T	Hirvela, George
Bureau Veritas	Stewart, Jonathan
CISCO Systems	Schaefer, Werner
Dell Inc.	Worley, Richard
Motorola	Knipple, Tom
Polycom	Rodman, Jeff
Research in Motion (RIM)	Cardinal, Paul
Sony Ericsson	Hayes, Gerard
TIA	Whitesell, Stephen
TCB Council	Wall, Art
INDIVIDUAL Member	Lichtig, John
INDIVIDUAL Member	Showers, Ralph
MEMBER EMERITUS	Kesselman, Warren
MEMBER EMERITUS	Mertel, Herbert
MEMBER EMERITUS	H. R. (Bob) Hofmann

27 organizations + 3 individual members = 30 total. Quorum is 50%, or 15 members. (18 members above)

1.2. **Announcements** – Chair, Host (Dennis Camell)

2. Approval of the Agenda

2.1 **Approval of Consent agenda**- Mr. Hare moved, seconded by Mr. Hoolihan, to approve the meeting agenda using a voice vote. It is attached as filename: October_2009_C63R_Draft_Agenda--JR
2.1.1 The Chair asked for approval of the draft Minutes of the April 2009 meeting and they were approved on a voice vote. They are attached as filename: April_2009_C63R_Main_minutes_appoved_.pdf

2.1. **Approval of rest of the agenda** --Chair

2.2. **Balance of Agenda** –Chair
2.2.1 Presentation of patent slides—(Secretary) The IEEE patent slides were shown by the Secretary. (Attached as filename: pat-slideset.ppt) None in attendance identified any patent issues.

3. Membership report- Hoolihan

3.1. Membership applications – Mr. Hoolihan reported that the Membership Committee recommended membership changes as shown in the attached document. There was no discussion, a vote was taken and the report was accepted by voice vote. It is attached as filename: FIFTH-DRAFT_-_Membership_-_Organization_-_Clarification[1].doc

4. C63® Draft Standards – Status Reports by SC chairs or WG chairs (standards status matrix almost ready for posting by Ed Hare) Attached as filename:C63_Status Template 4_21_09.xls

4.1. **C63.2** - **EM Noise & Field Str. Instr.** – (approved) Mr. Heirman reports that the original ballot from three "secretariats" ago at IEEE was lost. The secretariat used the current ballot, which was approved by ANSI, and in the future the ballot will be archived on the web site for use by the Chair and secretariat. A normative annex was added covering CISPR.16-1-1 as the primary reference standard.)

4.2. **C63.4 – Publication** –published; Mr. Heirman reports that this Standard was published 9/15/09 and is now available for sale on the *IEEE Store* website. A Standards Status PPT was shown, attached to these minutes as filename: Heirman presentations for C63 Oct 2009.ppt

4.3. **C63.5 – Antenna Calibration revision** –Camell (under way) Mr. Camell summarized the draft sent back to the WG for additional work and new PINS, resulting in a new schedule for 2/2010 for a Subcommittee vote. His report is attached as filename C63_5_ref_ant.doc

4.4. **C63.9 – Immunity of Office Equipment maintenance** –Berger (current) Mr. Heirmanreports that the Standard is now being used for testing conference room audio equipment with a test level of 30V/m radiated electric field strength.

4.5. **C63.10—Wireless Devices publication**- Mr. Camell reported that the Standard was published 9/10/09, that an active PINS is on file for the next revision, and that work on a revision is beginning with a large working group of 20-30 people. A C63.10 workshop is scheduled for 11/4-11/5 of 2009, shown in the attached document with filename: C63_10Workshop_updates.html Mr. Heirman showed the iNARTE home page and workshop brochure. Mr. DeLisi reported that 13 attendees are registered currently and that he seeks loaner devices for testing at the workshop. Mr. Heirman showed the workshop agenda from the iNARTE site.

4.6. **C63.11**- **Checklists sunsetting** - Hoolihan (See SC6 discussion of lab checklists in 6.5)

4.7. **C63.12 – EMC Limit setting –** Mr. Hare showed the attached slides, filename: PINS - C63.12.doc which set the criteria for setting limits. A recirculation ballot is to be conducted by the secretariat with source material provided by Bob Hofmann. **AI-1**: Mr. Hofmann to provide source material for C63.12 recirculation ballot.

4.8. **C63.14—Definitions publication–** Mr. Shellman reports a publication date of 10/23/09.

4.9. **C63.15 – Immunity Meas. & Instr. publication** –Mr. Heirman reported the Status of this Standard with no repetition of IEC 61000-4-x Standards. Test equipment specifications such as amplifier compression and harmonic content for radiated immunity testing are addressed

and publication is expected this year. (ANSI-BSR review underway) The report is attached as filename: <u>Heirman presentations for C63 Oct 2009.ppt</u>

4.10. **C63.16 – ESD Test Methodologies** – Mr. Heirman reports that the old Standard was withdrawn but parts should be kept that are unique to this Standard, not in IEC 61000-4-2. It's not a formal project yet, but possible cooperation with the EOS/ESD Association on this Standard was discussed. Report attached as filename: <u>Heirman presentations for C63 Oct 2009.ppt</u>

4.11. **C63.18 - On-site Medical Device Immunity testing ballot—**currently withdrawn; Bob DeLisi reports that this revision is in current ballot and has comments that need to be resolved by 11/30/09, after which a recirculation ballot will be conducted.

4.12. **C63.19 – Hearing Aid Compatibility** (maintenance/current) —Stephen Berger reports that 4-6 issues remain with strong interest in the 700MHz band. He expects a February completion date with balloting in March-April. Mr. Berger indicated that there is an expectation that the FCC will mandate the use of the 2007 version of this Standard by January 1, 2010.

4.13. **C63.22 – Guide for Automated EMI Meas.** current–Mr. Heirman reports that the Standard addresses the issue of validating that automated instrumentation is working properly and that it repeats manual measurements.

4.14. **C63.23 – Measurement Uncertainty draft** –DeLisi (Guide under development) Emissions uncertainty (radiated & conducted) are addressed, Type A covers repeated measurements, Type B covers information largely taken from CISPR 16. **AI-2**: The Secretariat will coordinate with the IEC and CISPR the use of the IEC intellectual property. An uncertainty calculator spreadsheet is now included, but reporting requirements need to be finalized. A draft should be completed by the end of 2009. The Presentation is attached as filename: <u>C63.23 Update   Edition 1 October 2009.ppt</u>

4.15. **C63.24 – On-site immunity testing status**—Mr. Hare reports that they are awaiting for the approval of the revision of C63.18 for medical environments, as C63.24 is for general, not medical, environments. The PINS document is attached as filename: <u>C63.24 PINS.doc</u> (about 3 months will be needed for completion)

4.16. **C63.25 –Test Site Validation Requirements** — (in development) Mr. Camell reported that the Standard addresses time domain techniques and that an active PINS is on file. The Working Group is preparing a draft, with methods validated by measurements, which is targeted for release to the SC by late 2010. The ACIL rep, Bill Stumpf, will request info on any assistance that is required for these efforts by ACIL EMC Lab members, and his letter will be forwarded to the Secretary and the Chairman. PPT attached as filename: <u>SC1 stds update Oct09.ppt</u> **AI-3**: Bill Stumpf, the ACIL rep, will seek ACIL EMC Lab members to participate in site validation tests.

4.17. **C63.26—Licensed Transmitter status**—Mr. Camell reports that an active PINS is on file and that the WG met twice with a large turnout each time. Work is just beginning with a roadmap developed and key tasks identified; now additional stakeholders are being sought. PPT attached as filename: <u>SC1 stds update Oct09.ppt</u>

5. **New or proposed Projects**

5.1. **Status of active PINS**—(Secretary) Mr. Ramie was informed that the website was missing C63.25, and needed these other obsolete items to be removed: C63.19, C63.2, C63.4, C63.14, C63.5, C63.22, the PINS form, C63.17 and C63.9. The site is also missing C63.18, C63.24, and C63.12   **AI-4**: Secretary to remove old PINS and replace missing ones and the latest PINS form on the website.

5.2. **Status of active PINS-C**—Secretary (one PINS-C from SC5 is up for consideration) **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.

6. **Subcommittee reports (Brief written reports to include membership approval, actions needed by C63®, and items of particular interest during SC meetings; meeting summary to be sent to C63® Newsletter Editor.**

6.1.   **SC1: Measurement and Instrumentation**-Camell reports that they have 14 members, one dropped, two requested to join, 6 active Stds, WGs working on two revisions & three new Stds, C63.5 targeted for 4/2010, C63.23 in 2010, others are long-term. New PINS for C63.5 proposed, "antenna" was removed from stakeholders area, SSM defined, text improved, a vote was taken, passed by voice vote. New membership requests were passed by voice vote. Welcome letter to go out to new members. DOC attached as filename: C63 5_ref ant.doc

6.2.   **SC2: Definitions** –Shellman reports the C63.14 membership roster with changes, presented the draft Std dated 23 October, 2009; new definitions requested; draft attribution process shown dealing with the holders of IP, such as IEC, etc. Summary Report prepared and delivered to Secretary and newsletter editor. PPT attached as filename: 20091022 - ASC C63 SC-2 Report to Parent Committee (22 October 2009).ppt. **AI-6:** Secretary to inquire if "view only" capability (without copying) is possible on our site for our definitions in C63.14.

6.3.   **SC3: International Standardization** –Poul Andersen reports that the SC3 Secretary position is OPEN with no changes in membership. SC3 mainly consists of four SC chairs, (SC1, SC2, SC5, & SC8) as well as US technical advisors to the technical activities groups for CISPR & TC77. Current activities include analyzing ten C63 documents for possible harmonization with similar International standards.   At their meeting, the SC added C63.24 and C63.18 for consideration. Lead persons for the ten documents need to be identified. Subject documents were shown and edited by the group. Filename: 2009-10 C63® SC3 Report.ppt

6.4.   **SC5: Immunity testing** – Ed Hare reported on the status of standards, as well as one application for membership from Dave Schaefer from TUV America. Mr. Hare made a motion to add Mr. Schaefer to our membership, no discussion or objections ensued and the motion passed. **AI-7:** Application and resume to be collected from Mr. Schaefer by the Secretary for posting on the private area of our site. Steve Berger discussed a PINS-C proposal for interference mitigation in power utility facilities. Text in the PINS-C was modified, and a vote was taken on a modified PINS-C, carried by voice vote and attached as filename: ANSI PINS-C Form - Power Plant Control Immunity – 091018.doc

6.5.   **SC6: Laboratory Accreditation—** Mr. Kuczynski reported that 14 members and 6 guests attended on 10/20/09. He moved to cancel the C63.11 PINS because of copyright issues and related costs. Mr. Hoolihan also reported that this commercial accreditation Standard would require significant copyright fees. A vote was taken and the motion to cancel C63.11 PINS passed. (C63.11 is now withdrawn and the Standard number is now available for reuse) A new PINS was presented by Mr. Kuczynski and he moved for approval of "Inter-lab Comparison for EMC Testing." A discussion ensued, his motion passed by voice vote. **AI-8:** Mr. Kuczynski is to revise the Scope statement for SC6 (http://www.c63.org/documents/sc_6/sc_6.htm) by proposing new text, to be supplied by Mr. Kuczynski. The PINS document is attached as filename: 091018 PINS on Guide for Proficiency testing - SC6.doc

6.6.   **SC7: Unlicensed Personal Comm. Services**—Mr. Berger reported that over 50% of cordless telephones in the US use the UPCS band and the C63.17 Standard which is referenced by the FCC in their Rules.

6.7.   **SC8: Medical Equipment Testing**— Mr. DeLisi showed the current SC8 membership roster and noted that a Secretary and Web Coordinator were needed. The Vice Chair (Mr. DeLisi) is currently acting as Chair. C63.18 is in comment resolution with recirculation balloting to follow. C63.19 will be ready by March 2010; an FDA report was shown as well as a IEC SC62A MT3 Liaison Report. The Presentation is attached as filename: C63 main (SC8 10-22-09) includes membership.ppt A report on the progress on a technical information report on the use of wireless devices in health care facilities was also presented.

7. **FCC Matters focusing on relation to C63® activity** – Bill Hurst

7.1   **Review of FCC references to C63® standards** – Mr. Hurst presented recent Notices on DTV converter box certification. The FCC Office of Engineering and Technology (OET) is seeking comment on recognizing accreditation bodies and ACLASS applications for

Recognition. There was a discussion on asking the FCC to reference C63.4-2009 and C63.5-2006. A "Public Notice" may be issued to allow the use of these new Standards. **AI-9**: Heirman and Camell to provide guidance document to the Commission on the choice of using various editions of C63.5, including 1988, 1998 & 2006 versions.

7.2 **Status of FCC biennial review** –No report other than there are still no resolutions from all the comments submitted including those of C63®

7.3 **New projects needed by FCC to be considered by C63®** include Broadband initiatives, plans for updating the FCC web presence and long-term changes to Equipment Authorization (EA) web pages. A new list of Draft Publications was shown and a Draft Presentations list was delivered, EA trends were presented, including increasing use of Telecommunications Certification Bodies (TCBs). The FCC presentation attached as filename: FCC Status Rpt Oct 2009.ppt The Main Committee decided to allow the Steering Committee to comment on these FCC filings as long as it is reported that such a filing is being drafted, allowing two weeks for any comments by C63® members. The Main Committee agreed to then allow the Steering Committee to submit such filings.   Member companies are encouraged to provide copies of their related filings on that topic to the C63® steering committee.

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

8.1. **Items of interest**--Chair/Secretary
Nothing of special interest reported

8.2. **Steering Committee Report** – The Chair reported that the Steering Committee evaluated our web site Standards Status pages with a simplified update coming soon. Our organization membership representatives now have a procedure for the addition of alternate representatives, some operational procedures were amended, the current PINS and PINS-C were evaluated and the IEEE contract was reviewed. The schedule for our April 2010 meeting was set and is attached as filename: C63 April 2010 Meeting Schedule.doc

8.3. **Website use and updates**-Secretary/Archambeault/Hare – Mr. Hare reported that our Standards Status Matrix is out of date and a simplified, updated version was shown. (Attached as filename: SubCommittee_Stds_status_template.xls which will be populated and uploaded to the site) Other recent updates to the site were also shown.

8.4. **Status of C63® published standards—**Secretariat— (IEEE, Mike Kipness) Mr. Heirman reported that 4 and 10 year old Standards must be considered to keep our ANSI accreditation.

8.4.1 Fourth Anniversary standards
Mr. Kipness sent a table of these older Standards; C63.011, C63.022, C63.16, C63.6, C63.13, and C63.16. **AI-10**: Chair to forward the Kipness e-mail to the Secretary to check the C63.12 date for accuracy. C63® is only interested in standards which are within 1 year of 5 years with no amendment activity and those close to the 10 year administrative withdrawal time

8.4.2 10 years or older standards
See 8.4.1 above

8.5. **Any other administrative matters –** Secretary
8.5.1 Plans for updating C63® procedures—Kesselman – Mr. Heirman reported that no action is required until 2010.
8.5.2 Plans for updating time sensitive tasks—Kesselman – Mr. Heirman reported that some tasks/actions had no time limit, but it was felt that "as soon as possible" shall mean less than 4 weeks. Standard interpretations are in the public area of our site under "Standards Development." **AI-11**: SC chairs to review "time sensitive tasks" at http://www.c63.org/documents/c63/time-sensitive_tasks_9_1_2006.htm and submit comments to Mr. Kesselman by January Steering Committee teleconference, 1/13/2010.

9. **C63® Legal matters**--Chair

9.1 Trademark registration completed. **AI-12**: Secretary to post trademark booklet to our web site.
Mr Heirman reports that our trademark registration is now complete: **C63®**

9.2   **Legal support available** Mr. Heirman reports that we only spent the equivalent of about $3K out of a $10K pro bono budget this year with its attorneys from Fish and Richardson.. The chair has been alerted that there will be a reduction in this amount that F&R can provide in the future.
.

10. Old Business

10.1 Action item review on items not covered elsewhere on Agenda including the action items from previous meetings in 2008—Secretary (closed) Mr. Hoolihan showed the Fifth Draft of our organizational membership "clarification," which is now complete after editing by the Steering Committee. The primary representative now has default voting rights. The document is attached as filename: <u>FIFTH-DRAFT - Membership - Organization - Clarification[1].doc. This was voted an approved.</u>

10.2 Report of IEC CISPR 2010 meeting support—Mr. Heirman reports that we're about **$19K short** of our contribution to support the meetings. Support of <u>Organizational Members</u> is sought.

11. Other Business

11.1 Future Seminars and Workshops and MOUs with iNARTE—Chair – Mr. Heirman reported on our upcoming C63.10 workshop, detailed in the attached <u>C63_10Workshop_updates.html</u>. An MOU exists between C63® and iNARTE, so a second workshop may be held in May or mid-June, 2010, at UL in Northbrook IL,. C63.4 and C63.5 workshops will be held at the EMC Symposium in Ft. Lauderdale next year. Site validation workshops are being planned on C63.25 and C63.18 and C63.24 for on-site product testing. The Presentation is attached as filename: <u>Heirman presentations for C63 Oct 2009.ppt</u>

11.2 Newsletter report—Mr. Heirman reported that Mr. Kesselman shall publish the newsletter within 60 days of the Main Committee meeting and that the SC chairs should provide information in a "<u>timely way</u>." Mr. Kessleman reports: "The Spring 2009 Newsletter (#27) was distributed on 24 June via the C63 reflector, IEEE EMCS Board of Directors, the reflector and to eight individuals. One individual's address (Cheryl Parham) was "rejected" by the remote server as "No such user". That address will be deleted from future distributions. The <u>deadline for articles</u> for the next Newsletter is **8 November, 2009**. Text submissions in WORD will be appreciated." ==**AI-13**==: SC chairs should provide Subcommittee reports in a "<u>timely way</u>." (<30 days)

11.3 Meetings in 2010—Chair
11.3.1 Piscataway, NJ on 23 April 2010 Mr. Heirman presented a new WG / Subcommittee schedule with additional hours for WG meetings; attached as filename: <u>C63 April 2010 Meeting Schedule.doc</u> The SC chairs need to note their time slot and inform their WG members of their choice. (Subject to availability) ==**AI-14**==: Secretary to post updated 2010 meeting schedule on our web site.
11.3.2   SAE headquarters in Detroit on 28 October 2010
11.3.3   Piscataway on 22 April 2011

11.4   Intra-committee Standards Coordination –
The chair indicated that the WGs need to view all of the C63® standards that are referenced in the standards they maintain so that common text such as those on test instrumentation is the same unless there is a clear need to modify the text for their standard. This also holds for definitions; which need to check C63.14 and be given to the SC2 chair to either add to the next edition of C63.14 or to be challenged if different than that already in C63.14. ==**AI-15**==: All SC chairs that maintain C63® standards need to check their definitions against C63.14 and notify SC2 Chair of discrepancies.

12. Close of meeting (open discussion period) **Meeting adjourned by the Chair at 3:26PM-MDT**

Attachments:

Attachments from Main Committee Minutes 10/22/09

Agenda Item #	Description	Filename
2.1	Approval of Consent agenda	October_2009_C63R_Draft Agenda--JR
2.1	Minutes of the April 2009 meeting	April_2009_C63R_Main_minutes_appoved_.pdf
2.2.1	IEEE Patent slides	pat-slideset.ppt
3.1	Organizational membership clarification	FIFTH-DRAFT - Membership - Organization - _Clarification[1].doc
4.0	Standards matrix template	C63_Status Template 4_21_09.xls
4.2	C63.4 report	Heirman presentations for C63 Oct 2009.ppt
4.3	C63.5 report	C63_5_ref ant.doc
4.5	C63.10 report	C63_10Workshop_updates.html
4.7	C63.12 report	PINS -C63.12.doc
4.9	C63.15 report	Heirman presentations for C63 Oct 2009.ppt
4.10	C63.16 report	Heirman presentations for C63 Oct 2009.ppt
4.14	C63.23 report	C63.23 Update Edition 1 October 2009.ppt
4.15	C63.24 report	C63.24 PINS.doc
4.16	C63.25 report	SC1 stds update_Oct09.ppt
4.17	C63.26 report	SC1 stds update_Oct09.ppt
6.1	SC1 report	C63_5_ref ant.doc
6.2	SC2 report	20091022 - ASC C63 SC-2 Report to Parent Committee (22 October 2009).ppt
6.3	SC3 report	2009-10 C63® SC3 Report.ppt
6.4	SC5 report	ANSI PINS-C Form - Power Plant Control Immunity – 091018.doc
6.5	SC6 report	091018 PINS on Guide for Proficiency testing - SC6.doc
6.7	SC8 report	C63 main (SC8 10-22-09) includes membership.ppt
7.3	FCC status report	FCC Status Rpt Oct 2009.ppt
8.2	April, 2010 meeting schedule	C63 April 2010 Meeting Schedule.doc
8.3	Website report	SubCommittee_Stds_status_template.xls
10.1	Organizational membership clarification	FIFTH-DRAFT - Membership - Organization - _Clarification[1].doc
11.1	C63.10 workshop brochure	C63_10Workshop_updates.html
11.1	Future seminars and workshops	Heirman presentations for C63 Oct 2009.ppt
11.3.1	April, 2010 meeting schedule	C63 April 2010 Meeting Schedule.doc

Action item summary—Unless there is a date specified for completion, completion is due on or before the next meeting of C63®.

Action Items from Main Committee Meeting 10/22/09

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-1	Mr. Hofmann to provide source material for C63.12 recirculation ballot.	Bob Hofmann	Open	Next meeting of C63®	
AI-2	The Secretariat will coordinate with the IEC and CISPR the use of the IEC intellectual property.	Mike Kipness	Open	Next meeting of C63®	
AI-3	Bill Stumpf will seek ACIL EMC Lab members to participate in site validation tests	Bill Stumpf	Open	Next meeting of C63®	
AI-4	Secretary to remove old PINS and replace missing ones and the latest PINS form on the website	Jerry Ramie	Open	Next meeting of C63®	
AI-5	Ed Hare to modify PINS form	Ed Hare	Open	Next	

	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.			meeting of C63®	
AI-6	Secretary to inquire if "view only" capability (without copying) is possible on our site for our definitions in C63.14.	Jerry Ramie	Open	Next meeting of C63®	
AI-7	Application and resume to be collected from Mr. Schaefer by the Secretary for posting on the private area of our site.	Jerry Ramie	Open	Next meeting of C63®	
AI-8	Mr. Kuczynski is to revise the Scope statement for SC6, (http://www.c63.org/documents/sc_6/sc_6.htm) with new proposed text	Victor Kuczynski	Open	Next meeting of C63®	
AI-9	Heirman and Camell to provide a guidance document to the Commission on the choice of using various editions of C63.5, including 1988, 1998 & 2006 versions	Don Heirman Dennis Camell	Open	Next meeting of C63®	
AI-10	Chair to forward the Kipness e-mail to the Secretary to check the C63.12 date for accuracy.	Don Heirman Jerry Ramie	Open	Next meeting of C63®	
AI-11	SC chairs to review "time sensitive tasks" at http://www.c63.org/documents/c63/time-sensitive_tasks_9_1_2006.htm and submit comments to Mr. Kesselman by January Steering Committee teleconference, 1/13/2010.	All SC chairs	Open	1/13/10	Steering Committee teleconference
AI-12	Secretary to post trademark booklet (supplied by Heirman) to our web site.	Jerry Ramie Don Heirman	Open	Next meeting of C63®	
AI-13	SC chairs should provide Subcommittee reports for the news letter in a "timely way." (<30 days)	SC Chairs Secretary	Closed	Supplied by Secretary 11/24/09	
AI-14	Secretary to post updated 2010 meeting schedule on our web site	Jerry Ramie	Open	12/1/09	
AI-15	All SC chairs need to check their definitions against C63.14 and notify SC2 Chair of discrepancies	All SC chairs	Open	Next meeting of C63®	