



Administrative Council for Terminal Attachments (ACTA)

December 11, 2003

Virtual Meeting

Draft Agenda

Chair: Jimmy Salinas, SBC

2:00 PM – 4:00 PM EST

1) Call to Order

Jimmy Salinas called the meeting to order at 2:05pm ET.

2) Attendance Check-in and Introductions

Ms. Hayes performed a roll call of all Council Members. A quorum was reached with 7 Council Members. All participants took the opportunity to introduce themselves.

ACTA Members

Jimmy Salinas, Chair
Trone Bishop, Verizon, LEC
Cliff Chamney, Sprint, IXC
Jim Haynes, Uniden, NEM
Roger Hunt, ATLINKS, TEM
Anh Nguyen, UL, LAB
Milton Bush, The M Companies, OIP
John Bipes, Mobile Engineering, OIP

ATIS Staff/Secretariat

Mark Cassarino
Megan Hayes
Tim Jeffries
Brian Krasney
Sponsor/TIA
Stephanie Montgomery

Others

Scott Roleson, Hewlett-Packard
Jim Reed, Met Laboratories
Steve Whitesell, V-Tech

3) Agenda Review and Approval (ACTA-03-12-11-01)

Jimmy Salinas introduced the agenda for the meeting (ACTA-03-12-11-01) and asked if there were any modifications. Agenda Item 6e Report on Cross Reference Document (ACTA-03-09-09-09) was added. Cliff Chamney moved to accept the agenda as modified. Roger Hunt seconded the motion. It passed unanimously

AGREEMENT REACHED: The Agenda (ACTA-03-12-11-01) was accepted as modified (addition of item 6e, Report of the Cross Reference Document).

4) Introduction of Contributions, Numbering, Assignment to Agenda Number (Contributions will be numbered as follows: ACTA-03-12-11-XX)

Tim Jeffries, ACTA Director, introduced contributions and matched them with appropriate agenda items. He asked if there were any additional contributions. There were no additional contributions. Please note that all contributions are available on the ACTA Web Site at http://www.part68.org/meeting_records.cfm. Contributions were submitted and numbered as follows:

Contribution Number	Title
ACTA-03-12-11-01	Proposed Agenda
ACTA-03-12-11-02	September 9, 2003 Meeting Summary
ACTA-03-12-11-03	Secretariat Report
ACTA-03-12-11-04	Submission Trends to ACTA for Inclusion in the Database of Approved Part 68 Equipment

5) Approve September 9, 2003 Meeting Summary (ACTA-03-12-11-02)

Mr. Salinas introduced the Meeting Summary from the September 9, 2003 Meeting Summary (ACTA-03-12-11-02) and asked if there were any suggested modifications or additions. There were none. Trone Bishop moved to accept the Meeting Summary as submitted. Cliff Chamney seconded it. It passed unanimously.

AGREEMENT REACHED: The Meeting Summary from the September 9, 2003 meeting was accepted as submitted.

6) Reports

a) Secretariat Report incl. Action Items from September 9, 2003 meeting (ACTA-03-12-11-03)

Megan Hayes introduced the Secretariat Report (ACTA-03-12-11-03), which includes the resolution of action items from the September 9, 2003 meeting. There were no questions about the report.

b) Report from the FIC/SOC Ad Hoc group

Jimmy Salinas reported that due to an illness he was unable to provide a report at this time.

c) Report from Educational Seminar Ad Hoc group

Megan Hayes explained that an ad hoc group had met regarding the ACTA Educational Seminar proposed for August 2004 and that the group would meet again in the new year to determine a meeting date, location and proposed program.

There was discussion of the proposed co-location with T1E1 and TR41. Steve Whitesell, TR41 Chair, reported that the location of the August 2004 TR41/T1E1 meeting is an open issue and that he will work with ACTA to determine the most appropriate place for the meeting.

d) Timeliness of TTE filings

Mr. Roland Gubisch reported he was working with the ACTA Database Manager to collect necessary information and an analysis of the information is forthcoming.

e) Cross Reference Document

Trone Bishop reported that the intent would be for this document to go on the web site as useful information for interested parties. He explained that there were some editorial modifications that he would like to make to the document and that he is open to input from others. He also noted that he had submitted it to TR41.9 for its members input.

ACTION ITEM: Trone Bishop will complete editorial changes on the Cross Reference Document (ACTA-03-09-09-09) and send it to the ACTA Secretariat for posting to the web site.

7) TTE Submission Trends & Year End Report

Tim Jeffries introduced Contribution ACTA-03-12-11-04, Trends and Year End Report on TTE Submissions. He noted the number of submissions to the ACTA database is on a decline and, as such, the Secretariat will closely monitor submission trends over the next several weeks and months and report back to the Council. Should results show a continuing decline, the Council may need to consider taking actions similar to those during the original 2002 decline; i.e., after Part 68 privatization. Mark Cassarino reported on activities relevant to the ACTA database and AOF

system over the year and noted the Secretariat primary focus from a database perspective continues to be auditing filings and looking for submission trends.

8) New Business

There was no new business discussed during this meeting.

9) Proposed 2004 Meetings:

- a) March 18, 2004 (Face-to-face)
- b) June 9, 2004 (Virtual Meeting)
- c) September 8, 2004 (Face-to-face)
- d) December 9, 2004 (Virtual Meeting)

10) Adjournment

Jimmy Salinas adjourned the meeting at 2:55 pm ET.