



Administrative Council for Terminal Attachments (ACTA)

June 9, 2004
Virtual Meeting

Draft Meeting Summary

Chair: Jimmy Salinas, SBC

2:00 AM – 4:00 PM EST

1) Call to Order

Jimmy Salinas called the meeting to order at 2:03pm ET.

2) Attendance Check-in and Introductions

Mr. Wilhoit performed a roll call of all Council Members. A quorum was reached with 7 Council Members present. 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
John Bipes, Mobile Engineering, OIP
Roger Hunt, ATLINKS, TEM
Roland Gubisch, Intertek Testing Services NA Inc., LAB
Milton Bush, The M Companies, OIP

ATIS Staff/Secretariat

Forrest Wilhoit
Tim Jeffries
Brian Krasney

Sponsor/TIA

Dan Bart
Stephanie Montgomery

Others:

Mark Visbal, Security Industry Association
Scott Rolleson, HP
Efrain Guevara, Industry Canada
Steve Whitesell, V-Tech
Patricia von Preysing, NEC Unified Solutions

3) Agenda Review and Approval (ACTA-04-06-09-01)

Jimmy Salinas introduced the agenda for the meeting (ACTA-04-06-09-01) and asked if there were any modifications. None were offered.

AGREEMENT REACHED: The Agenda (ACTA-04-06-09-01) was accepted without modification.

4) Introduction of Contributions, Numbering, Assignment to Agenda Number (Contributions will be numbered as follows: ACTA-04-06-09-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-04-06-09-01	Proposed Agenda
ACTA-04-06-09-02	March 18, 2003 Meeting Summary
ACTA-04-06-09-03	Secretariat Report
ACTA-04-06-09-04	Type Z Ringers and User Manual Requirements
ACTA-04-06-09-05	Proposed Guidelines for a Transfer in Responsibilities
ACTA-04-06-09-06	Creating a Filer Account for Testing Laboratories

5) Approve March 18, 2004 Meeting Summary (ACTA-04-06-09-02)

Mr. Salinas introduced the Meeting Summary from the March 18, 2004 meeting (and asked if there were any suggested modifications or additions. There were none. Roger Hunt moved to accept the Meeting Summary as submitted. Trone Bishop seconded it. It passed unanimously.

AGREEMENT REACHED: The Meeting Summary from the March 18, 2004 meeting was accepted as submitted.

6) Reports

a) Secretariat Report incl. Action Items from March 18, 2003 meeting (ACTA-04-06-09-03)

Forrest Wilhoit introduced the Secretariat Report which includes the resolution of action items from the March 18, 2003 meeting. There were no questions about the report. Mr. Haynes gave a verbal report on liaison with TRIC and committed to presenting that group a snapshot of ACTA developments.

b) Report from Educational Seminar Ad Hoc group

Forrest Wilhoit gave an update of ACTA Educational Seminar preparations, outlining site info, marketing, website, and speaker commitments.

7) Waivers issued by FCC

Tim Jeffries discussed the feasibility of tracking waivers in the Part 68 database based on an assessment made by Mark Cassarino, ACTA Database Manager. Resources required to change graphical interfaces and database structure were estimated at 3-6 months and \$6-9000. The group also discussed the possibility of creating a separate HTML “waiver reference page.” The group agreed to adopt the HTML “waiver reference page” approach and to form a working group to look into the mechanics of adopting this approach. Tim Jeffries noted that he had created a White Paper to address the waiver issue from a broad perspective.

ACTION ITEM: ACTA Database Manager Mark Cassarino will put together a conference call to discuss waiver issues and the implementation of an HTML “Waiver Reference Page” in the ACTA database.

8) Proposed Criteria for a Transfer in Responsibilities

Brian Krasney introduced contribution ACTA-04-06-09-05 and the group discussed recommended guidelines for transfers in responsibility. The group agreed to form a working group to discuss the issue further.

ACTION/AGREEMENT: A working group will meet to discuss the issue of Proposed Criteria for a Transfer in Responsibilities

9) “Z-Ringer” Criteria

Roland Gubisch introduced contribution ACTA-04-06-09-04 and the group discussed the possibility of adding more specific user instructions for Type Z ringers to ACTA Customer Information. The group agreed to form a working group to address specific wording changes.

ACTION: Roland Gubisch will convene a working group to address wording changes to the Customer Information document as they pertain to Z-Ringers.

10) New Business

Milton Bush introduced contribution ACTA-04-06-09-06, Creating a Filer Account for Testing Laboratories. After presentation and discussion of the issue, the groups agreed to convene a working group to address the issue in more detail.

ACTION: Milton Bush will convene a working group to address issues surrounding the creation of filer accounts for testing laboratories.

11) Next Meeting

August 6, 2004 (immediately following ACTA Educational Conference)

12) Adjournment

Chairman Jimmy Salinas adjourned the meeting at 4:11 pm ET.