



Administrative Council for Terminal Attachments (ACTA)

August 6, 2004

Face-to-face meeting

Draft Meeting Summary

Chair: Jimmy Salinas, SBC

1:30 PM – 3:30 PM EDT

1) Call to Order

Jimmy Salinas called the meeting to order at 1:28pm EDT.

2) Attendance Check-in and Introductions

Forrest 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

Stephanie Montgomery

Others:

Scott Rolleson, HP
Claude Beaudoin, Industry Canada
Patricia von Preysing, NEC Unified Solutions
James Fair, Patton Electronics
Frank Denuzzo, Timco Engineering
Gretchen Torres, Timco Engineering
Xiaoming Feng, Avaya, Inc
Linda Floyd, Lucent Technologies
Tommy Leung, Intertek Testing HK
Greg Slingerland, Mitel Networks
Randy Ivans, Underwriters Laboratories
Ron Ring, Marconi
Tom Jackson, CCL
Tailey Tung, Siemens
Steve Higa, Verifone
Dan Nita, Digital Security Control

3) Agenda Review and Approval (ACTA-04-08-06-01)

Jimmy Salinas introduced the agenda for the meeting (ACTA-04-08-06-01) and asked if there were any modifications. None were offered.

AGREEMENT REACHED: The Agenda (ACTA-04-08-06-01) was accepted without modification.

4) Introduction of Contributions, Numbering, Assignment to Agenda Number (Contributions will be numbered as follows: ACTA-04-08-06-XX)

Forrest Wilhoit 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-04-08-06-01	Proposed Agenda
ACTA-04-08-06-02	June 9, 2003 Meeting Summary
ACTA-04-08-06-03	Secretariat Report
ACTA-04-08-06-04	Type Z Ringers and Customer Information Requirements
ACTA-04-08-06-05	ACTA Communication to FCC RE: FCC Issued Waivers and Guidance for Parties Assuming Responsibility for Terminal Equipment Approved via a SDoC
ACTA-04-08-06-06	Changes to ACTA Guidelines & Procedures

5) Approve June 9, 2004 Meeting Summary (ACTA-04-08-06-02)

Mr. Salinas introduced the Meeting Summary from the June 9, 2004 meeting and asked if there were any suggested modifications or additions. There were none.

AGREEMENT REACHED: The Meeting Summary from the June 9, 2004 meeting was accepted as submitted.

6) Reports**a) Secretariat Report incl. Action Items from June 9, 2003 meeting (ACTA-04-06-09-03)**

Forrest Wilhoit introduced the Secretariat Report which includes the resolution of action items from the June 9, 2004 meeting. There were no questions about the report.

7) Working Group Updates**a) Z-Ringer Criteria working group**

Roland Gubisch updated the group on the working group meeting of July 15, 2004. The group developed language to be added to the ACTA Customer Information document. The language change was unanimously adopted by the group, and the group agreed to notify the originating TCB of its action.

ACTION: ACTA Secretariat will notify the originating TCB of the Z-Ringer language change adopted by the Council on the recommendation of the working group.

b) Third Party Testing Labs

Milton Bush summarized the working group's activities and the Council directed the Secretariat to look into the feasibility of creating lab filer accounts.

ACTION: ACTA Secretariat will look into the feasibility of creating lab filer accounts and report back to the Council.

c) Website Disclaimer

Forrest Wilhoit updated the group on efforts surrounding website disclaimer language. He has met with ATIS legal and initiated an investigation of ramifications.

8) ACTA Letter to FCC

Tim Jeffries presented ACTA-04-08-06-05, ACTA Communication to FCC RE: FCC Issued Waivers and Guidance for Parties Assuming Responsibility for Terminal Equipment Approved via SDoC. The correspondence was noted to have been received by Cathy Zima, FCC.

9) Guidelines & Procedures Updates

Forrest Wilhoit and Brian Krasney submitted a marked-up version of the G&P document containing approved changes made to the document since Rev. 2.5 (July 2003). The group recommended that appropriate changes be made to the Z-Ringer section and that the proposed revision be circulated for approval via electronic means.

10) ACTA Correspondence Regarding Next Generation TTE

Tim Jeffries touched on recent correspondences sent regarding next-generation TTE, and solicited general input on steps forward.

11) New Business

Greg Slingerland noted possible changes to SDoC language, and expressed a desire to submit a contribution to the next ACTA meeting with his suggestions.

12) Next Meeting

December 9, 2004 – Virtual Meeting

13) Adjournment

Chairman Jimmy Salinas adjourned the meeting at 3:35 pm EDT.