

IEEE-SA STANDARDS BOARD RESOLUTIONS

11 June 2015

Resolved that,

The IEEE 802 LAN/MAN Standards Committee (LMSC) has failed in its duty as a Sponsor to complete the 2014 LMSC annual financial report in a timely manner. Therefore, the following corrective actions are approved by the SASB:

1. IEEE-SA staff is instructed to set up requested departments in NetSuite [this is not necessary, the 802 Treasurer found a way to implement this without staff support, it was completed 11 June 2015] and to keep the NetSuite database unlocked until Wednesday, 17 June 2015. [because the departments have been set up, it isn't necessary to keep the database unlocked.]
2. The LMSC Chair and the LMSC Treasurer shall complete the 2014 LMSC annual financial report and certify that the reported financial data is materially correct [this was completed 9am 11 June 2015] on or before Wednesday, 17 June 2015. All audit material shall be made available to the auditors by 30 June 2015. [802 Treasurer will supply these materials no later than 19 June 2015 to the IEEE auditors and will request confirmation of receipt from the IEEE auditor.]
3. The LMSC Chair and the LMSC Treasurer are instructed to provide a plan to meet the schedule shown in item 4. [see comments embedded in item 4] This plan shall be submitted by 30 June 2015 and shall be acceptable to IEEE-SA staff and IEEE-SA Treasurer. [Note: The spreadsheet template provided by staff to 802 to support the upload is insufficient. It doesn't allow a department to be indicated, hence the 802 Treasurer has to modify every transaction entered in to NetSuite using the upload template to add "department".]
4. After completing the 2014 LMSC financial reporting as outlined in item 2 above, the 2015 LMSC financial data shall be entered in NetSuite with the following timeline:
 - o [For each of the below deadlines, this process will be followed: the 802 Treasurer will oversee the entry of the data consolidated on a monthly basis by the accountant 802 has retained. This consolidated approach reduces the number of monthly transactions from 100 to under 10, hence the 802 Treasurer will spend significantly less time verifying the data entry, ensuring the data is entered on a timely basis. The 802 Treasurer will ask the IEEE staff to confirm the NetSuite tool has been adequately populated prior to the deadlines. The IEEE staff will be requested provide confirmation shortly thereafter.]
 - o For Q1 and Q2 2015, the financial data of LMSC shall be submitted through NetSuite by 31 July 2015 and 31 August 2015 respectively;
 - o For Q3 2015, the financial data of LMSC shall be submitted through NetSuite by 15 November 2015
 - o For Q4 2015, the financial data of LMSC shall be submitted through NetSuite by 15 February 2016
 - o Complete certified 2015 financial data for LMSC shall be available in NetSuite no later than 15 February 2016.
5. If the SASB determines that the LMSC Chair and the LMSC Treasurer have failed to satisfactorily execute their duties for the 2014 and/or 2015 LMSC annual financial reporting per the schedule outlined above, the SASB reserves the right to pursue any and all additional actions that it deems necessary to bring the LMSC annual financial reporting into compliance with its operating procedures. Such actions may include removal of specific LMSC Officers and/or suspension of all LMSC Sponsor activities (potentially including, but not limited to, new and modified PAR approvals, Sponsor balloting, approval of standards, meetings, etc.) as described in IEEE-SA Standards Board Operations Manual 5.3.6.