

IEEE SSIT Standards Committee
Meeting Agenda April 12, 2018
7-9pm UTC

Participants:

Victoria (Vicky) Hailey, Chair
Sara Mattingly-Jordan, Vice-Chair
Beth-Anne Schuelke-Leech, Secretary
Kathryn Bennett, Senior Program Manager, IEEE
John Havens (Principal of Transitional Media Consulting; IEEE AI Strategic Initiative)
Joshua Hyman (University of Pittsburgh)
David Reed (SAP Labs)
Peter Ried (Independent Living Specialists)
Mark Underwood (Krypton Brothers)
Karen Silverman (Latham & Watkins, LLP)

Notes taken by: Beth-Anne Schuelke-Leech
Meeting held online at: [/join.me/vicky.hailey](https://join.me/vicky.hailey)

1. Call to Order

The Chair called the meeting to order at 3:05pm.

2. Welcome to members and the IEEE SSIT SC

The Chair welcomed members to the meeting.

3. Roll call of Individuals

Everyone present stated their name and declared their affiliation. A quorum of members was present.

4. Approval of Agenda

Motion #1: Approve the agenda for April 12, 2018 meeting as presented in IEEE_SSIT_SC_Agenda_for_Members_Meeting_April_12_2018_update.pdf.
Voting Member Josh Hyman moved to approve the agenda as per Motion #1.
Voting Member Karen Silverman seconded the motion.
Motion passed by voice vote without opposition.

5. *Voting Procedures*

A discussion occurred on the voting procedure. Passive affirmation will be used, unless a member explicitly expresses dissent.

6. *Update on Three PARs*

A discussion of each of the PARs occurred.

PAR 7011: Standard for the Process of Identifying and Rating the Trustworthiness of News Sources.

Josh Hyman gave an update on the PAR. The first meeting will be held on April 13, 2018.

Action item: Kathryn Bennett will reach out to Christy Bahn to provide cross-talk.

PAR 7012: Standard for Machine Readable Personal Privacy Terms

David Reid gave an update on the PAR.

PAR 7013: Facial Analysis

Beth-Anne Schuelke-Leech read the update report provided by Joy Buolamwini. Kathryn Bennett reported that PAR-7013 has not officially been approved, but this is expected soon.

7. *Comment Disposition System (CDS)*

Vicky Hailey gave a presentation on a potential Comment Disposition System (CDS) which could be used. There was general agreement that members would like the system developer, Anatol Kark, to present to the entire group since he is the designer of the system

Action item: Vicky Hailey will invite Anatol Kark to present the CDS; Mark Underwood is going to contact him about some technical issues.

8. *Website Development and imeet collaboration website*

There was a discussion on the website development and setting up the imeet website.

Action item: Kathryn Bennett will set up Josh Hyman and David Reed as administrators to set up and work on website development

Action item: Beth-Anne Schuelke-Leech is setting up imeet site at <https://ieeesa.imeetcentral.com/ssit-sc>

9. *Outreach*

There was a discussion on the outreach activities.

Action item: Karen Silverman and David Reed will form first outreach subgroup

Action item: Karen Silverman will write website item on “Why standards for social impact of technologies should be created?”

Action item: Sara Mattingly-Jordan will work on website/electronic newsletter format

Action item: Sara Mattingly-Jordan and Beth-Anne Schuelke-Leech will work with Kathryn Bennett on the ownership and content of the P7000 page. They will talk to Karen McCabe to get her comments and recommendations.

Action item: Vicky Hailey, Sara Mattingly-Jordan, and Beth-Anne Schuelke-Leech will have a discussion on procedures for creating liaisons and content from other entities, like NIST.

10. New Business

No new business was presented or discussed.

11. Future Meetings

Thursday, June 14th, 2018 from 7-9pm UTC

Thursday, August 9th, 2018 from 7-9pm UTC

Thursday, October 11th, 2018 from 7-9pm UTC

Thursday, December 13th, 2018 from 8-10pm UTC

All meetings will be held online at: [/join.me/vicky.hailey](https://join.me/vicky.hailey)

12. Adjourn

Motion #2:

Voting Member Karen Silverman moved to adjourn the meeting.

Voting Member Mark Underwood seconded the motion.

Motion passed by voice vote without opposition

The meeting adjourned at 4:46pm.