



Administrative Council for Terminal Attachments (ACTA)

March 18, 2004

Face-to-Face Meeting

Draft Meeting Summary

Chair: Jimmy Salinas, SBC

9:00 AM – 5:00 PM EST

1) Call to Order

Jimmy Salinas called the meeting to order at 9:15am 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
Roger Hunt, ATLINKS, TEM

ATIS Staff/Secretariat Others

Mark Cassarino
Forrest Wilhoit
Tim Jeffries
Brian Krasney

Shari Myers, MET Laboratories
Jim Reed, MET Laboratories
Scott Roleson, HP
Claude Beaudoin, Industry Canada
Mark Visbal, Security Industry
Association

Roland Gubisch, Intertek Testing
Services NA Inc., LAB

Sponsor/TIA

Milton Bush, The M Companies, OIP
John Bipes, Mobile Engineering, OIP

Stephanie Montgomery
Dan Bart

3) Agenda Review and Approval (ACTA-04-03-18-01)

Jimmy Salinas introduced the agenda for the meeting (ACTA-04-03-18-01) and asked if there were any modifications. None were offered.

AGREEMENT REACHED: The Agenda (ACTA-04-03-18-01) was accepted without modification.

4) Introduction of Contributions, Numbering, Assignment to Agenda Number (Contributions will be numbered as follows: ACTA-04-03-18-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-04-03-18-01	Proposed Agenda
ACTA-04-03-18-02	December 11, 2003 Meeting Summary
ACTA-04-03-18-03	Secretariat Report
ACTA-04-03-18-04	Sample Letter Submitted to T1 and TIA
ACTA-04-03-18-05	FCC VC Reset Waiver

5) Approve December 11, 2003 Meeting Summary (ACTA-04-03-18-02)

Mr. Salinas introduced the Meeting Summary from the December 11, 2003 Meeting Summary (ACTA-03-12-11-02) and asked if there were any suggested modifications or additions. There were none. John Bipes moved to accept the Meeting Summary as submitted. Jim Haynes seconded it. It passed unanimously.

AGREEMENT REACHED: The Meeting Summary from the December 11, 2003 meeting was accepted as submitted.

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

Forrest Wilhoit introduced the Secretariat Report (ACTA-04-03-18-03), which includes the resolution of action items from the December 11, 2003 meeting. There were no questions about the report.

7) Waivers issued by FCC

Tim Jeffries introduced Contribution ACTA-04-03-18-05, a petition for waiver of Volume Control Reset, 47 CFR § 68.317(f). Mr. Jeffries initiated a discussion of how the ACTA Secretariat might track waiver cases in its database and whether such tracking was part of the ACTA mandate. The topic of waivers was mentioned as a possible addition to the program of the ACTA Educational Seminar. Following this discussion, the group agreed that the feasibility of specifically identifying TTE approved under a “waiver” on a search of the ACTA database be investigated and that a white paper discussing the waiver process should be produced.

ACTION ITEM/AGREEMENT: ACTA Database Manager Mark Cassarino will look into the feasibility of tracking waiver issues on the ACTA database and will report back to the ACTA. Tim Jeffries will pull together a white paper that spells out the waiver process to be submitted for posting. The group further agreed that they will draft a letter to the FCC notifying them of ACTA’s chosen approach to the waiver process.

8) TTE Submission Trends

Mark Cassarino provided an update of current trends in TTE submission. Mr. Cassarino noted a decline in submissions compared to the same time period last year. Additionally, Mr. Cassarino noted a significant increase in the proportion of AOF filings as compared to manual filings. The group discussed the possibility of adding a component of filing dates and timing to the agenda of the ACTA Educational Seminar.

9) Criteria Governing Part 68 compliance of next generation TTE

Tim Jeffries introduced Contribution ACTA-04-03-18-04, Sample Letter Submitted to T1 and TIA, and initiated a discussion of next-generation services and technology as they pertain to Part 68 issues. The group agreed to wait for a response from the T1 and TIA letters before formulating a response.

10) New Business

Jim Haynes brought up the possibility of the ACTA providing data on submission trends and other similar data to the TRIC Committee (of which Mr. Haynes and Mr. Bush are members).

ACTION: Jim Haynes will provide the ACTA with documentation on TRIC to assist the ACTA in evaluating the possibility of contributing data to the TRIC.

Jimmy Salinas updated the group on FIC/SOC issues and the generation of an ACTA-generated roadmap/matrix. He reported that the work of the FIC/SOC Working Group continues, and that the group plans to report back with final recommendations.

11) Proposed 2004 Meetings:

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

12) Adjournment

Chairman Jimmy Salinas adjourned the meeting at 1:35 pm ET.