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1. Meeting Attendees

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akkalkot</td>
<td>Archana</td>
<td>Tektronix</td>
</tr>
<tr>
<td>Bellin</td>
<td>Jon</td>
<td>National Instruments</td>
</tr>
<tr>
<td>Cherian</td>
<td>Vinod</td>
<td>Mathworks</td>
</tr>
<tr>
<td>Harvey</td>
<td>John</td>
<td>Agilent</td>
</tr>
<tr>
<td>Helsel</td>
<td>Bob</td>
<td>Bode Enterprises LLC</td>
</tr>
<tr>
<td>Mondrik</td>
<td>Dan</td>
<td>National Instruments</td>
</tr>
<tr>
<td>Mueller</td>
<td>Joe</td>
<td>Agilent Technologies</td>
</tr>
<tr>
<td>Rohacek</td>
<td>David</td>
<td>National Instruments</td>
</tr>
<tr>
<td>Ryland</td>
<td>John</td>
<td>Keithley Instruments</td>
</tr>
<tr>
<td>Schink</td>
<td>Steve</td>
<td>Agilent</td>
</tr>
<tr>
<td>Shaw</td>
<td>Shawn</td>
<td>National Instruments</td>
</tr>
<tr>
<td>Wolle</td>
<td>Jochen</td>
<td>Rohde &amp; Schwarz</td>
</tr>
</tbody>
</table>
2. Technical Committee

**General Meeting Info:**

- **Date of Meeting:** Oct 16, 2013
- **Location:** Dallas, TX
- **Chairperson:** Jon Bellin
- **Minutes Prepared By:** David Rohacek

**Topics To Be Discussed:**

- Review Agenda
- Review Voting Members In Attendance
- Patent Call
- Approve minutes from the June 2013 Technical Committee Meeting
- Review outcome of recent eVotes, IPR Declarations, Editorial Changes, and Reviews
- Review Action Items from Previous Meeting
- Review Spec Status Document
- Working Group Topics
  - Vote on IVI-3.1 specification for the following minor changes:
    - Allowing signed 8-bit integer and array of 8-bit integer values for IVI-C, IVI-COM, and IVI.NET
    - Expansion of “Vendor specific errors and warnings” range
  - Vote on IVI-4.15 IviDigitizer specification for the following minor change:
    - Support for SByte
  - Vote on IVI-3.4 specification for the following minor changes:
    - Asynchronous I/O
    - Versioning policies for IVI.NET
  - Vote on IVI-3.18 IWaveform minor change:
    - Changing data types of some properties from PrecisionDateTime to PrecisionTimeSpan
    - Dependent on approval of IVI-3.4 changes
  - Vote on VPP-4.3.4 VISA-COM specification minor change:
    - Adds the interface IRegister64_2 to correct the signature of two methods in IRegister64
  - IVI File Format
    - Status; ready for review and IPR declaration?
  - Marketing WG
    - Update on posting of Compliance Equivalence Tables
- Items to vote on at BoD
  - IVI-3.1 - Allow Explicit Implementation of IviDriver
  - IVI-3.1 and IVI-3.5 - Naming of Qualified Repeated Capabilities
  - IVI-3.1 - IVI Generations
  - IVI-3.1 - Signed 8-bit Integer Data Type
  - IVI-3.1 - Vendor Specific Error Codes and Warnings
  - IVI-4.15 - IviDigitizer (System.SByte)
  - IVI-3.4 - Asynchronous I/O
- IVI-3.4 - Versioning policies for IVI.NET
- IVI-3.18 - IWaveform
- VPP-4.3.5 - VISA-COM Changes

- New Business
  - Discuss IVI-3.17 Installation directory changes for IVI.NET versioning
  - Discuss IVI-3.4 Editorial Change
  - Discuss the status of IVI-6.4: File Format Specification
  - Discuss IVI-3.1 Editorial Change about using earlier versions of IVI Shared Components to build drivers
  - Discuss the Instrument Connectivity for Mobile Devices

- Discuss Upcoming Meetings
- New Action Items

Voting Members In Attendance

<table>
<thead>
<tr>
<th>Present</th>
<th>Organization Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aeroflex Corporation</td>
<td>Mark Meldrum / Marv Rosner</td>
</tr>
<tr>
<td>X</td>
<td>Agilent Technologies</td>
<td>Joe Mueller</td>
</tr>
<tr>
<td></td>
<td>Bustec Ltd.</td>
<td>Fred Bloennigen</td>
</tr>
<tr>
<td></td>
<td>EADS North America Test &amp; Services</td>
<td>Dan Masters</td>
</tr>
<tr>
<td>X</td>
<td>Keithley Instruments</td>
<td>John Ryland</td>
</tr>
<tr>
<td>X</td>
<td>MathWorks</td>
<td>Rob Purser / Vinod Cherian</td>
</tr>
<tr>
<td>X</td>
<td>National Instruments</td>
<td>Jon Bellin</td>
</tr>
<tr>
<td></td>
<td>Pacific MindWorks, Inc.</td>
<td>Kirk Fertitta</td>
</tr>
<tr>
<td></td>
<td>Rockwell Collins</td>
<td>Jason Schares</td>
</tr>
<tr>
<td>X</td>
<td>Rohde &amp; Schwarz</td>
<td>Jochen Wolle</td>
</tr>
<tr>
<td>X</td>
<td>Tektronix</td>
<td>Archana Akkalkot / Mike Wadzita</td>
</tr>
<tr>
<td></td>
<td>Teradyne, Inc.</td>
<td>Teresa Lopes</td>
</tr>
<tr>
<td></td>
<td>VTI Instruments</td>
<td>Sangram Gaikwad / Tom Sarfi</td>
</tr>
</tbody>
</table>

There are 6 voting members in attendance, which satisfies the requirements for a quorum of 4 Voting Members. (Quorum is 25% of Voting Members. There are currently 13 Voting Members.)

Patent Call

Please be aware that this meeting is being held under the Intellectual Property Rights policy adopted by IVI Foundation. If you do not have a copy of this policy, please see me during this meeting. You may also view and download a copy of that policy at the Organization>>Legal Documents section of the Consortium website.

At this time, I would ask that anyone in attendance inform me if they are personally aware of any claims under any patent applications or issued patents that would be likely to be infringed by an implementation of the specification or other work product that is the subject of this meeting. You need not be the inventor of such
patent or patent application in order to inform us of its existence, nor will you be held responsible for expressing a belief that turns out to be inaccurate.

---

**Approve minutes from the June 2013 Technical Committee Meeting**

The minutes from the June 2013 Technical Committee Meeting are posted on the IVI Foundation web site.

No issues were brought up with the minutes. The minutes are accepted.

**Review outcome of recent IPR Declarations, eVotes, and Reviews**

**IVI-3.2 Editorial Change**

On July 11th, Vesna Jadric announced IVI-3.2 editorial change via the email below.

<table>
<thead>
<tr>
<th>From:</th>
<th><a href="mailto:vesna.jadric@ni.com">vesna.jadric@ni.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
<td><a href="mailto:IVI-Foundation-Members-1@ivifoundation.org">IVI-Foundation-Members-1@ivifoundation.org</a></td>
</tr>
<tr>
<td>Date:</td>
<td>07/11/2013 06:58 PM</td>
</tr>
<tr>
<td>Subject:</td>
<td>Editorial Change: IVI-3.2: Inherent Capabilities Specification (2 weeks review)</td>
</tr>
</tbody>
</table>

Greetings,

During the June 2013 IVI Foundation meeting, National Instruments was tasked with updating the IVI-3.2 specification, Section 3.1.2.1 to clarify that C functions that have a ViChar array output parameter and an input parameter that specifies the size of the ViChar array cannot return warnings.

The change document and the updated specification are posted to [IVI-3.2 web site](http://www.ivifoundation.org).

The review period for this editorial change is **July 11 - 26, 2013**.

Please contact me with any feedback.

Thanks,

Vesna Jadric  
Software Group Manager | Instrument Drivers/IVI | National Instruments | 512-683-5360

The review period for the IVI-3.2 editorial change has ended without objections. The editorial changes are accepted and have been posted.

**IVI-3.1 Minor Change - Signed 8-bit Integer Data Type**

On July 26th, Vesna Jadric announced IVI-3.1 minor change via the email below.

<table>
<thead>
<tr>
<th>From:</th>
<th><a href="mailto:vesna.jadric@ni.com">vesna.jadric@ni.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
<td><a href="mailto:IVI-Foundation-Members-1@ivifoundation.org">IVI-Foundation-Members-1@ivifoundation.org</a></td>
</tr>
<tr>
<td>Date:</td>
<td>07/26/2013 02:59 PM</td>
</tr>
<tr>
<td>Subject:</td>
<td>Minor Change: IVI-3.1: Driver Architecture Specification - Signed 8-bit Integer Data Type (21-day review)</td>
</tr>
</tbody>
</table>

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*IVI Foundation Meeting Minutes*  
5  
October 2013
Greetings:

NI was tasked with updating the IVI-3.1 specification, section 5.14, to allow signed 8-bit integer and array of 8-bit integer values for IVI-C, IVI-COM, and IVI.NET. The change document and updated specification are now posted on the IVI-3.1 working group web site:

IVI 3.1 Proposed Change - Signed 8-bit integer.docx
IVI-3.1_Architecture_2013-07-26.docx

The review period for this minor change is July 26 - August 23, 2013.

Please contact me with any feedback.

Best regards,

Vesna Jadric
Instrument Drivers/IVI | National Instruments | 512-683-5360

The review period for this minor change has ended with no feedback. The specification is now ready for vote.

IVI-3.1 Minor Change - Expansion of “Vendor specific errors and warnings” range

On July 26th, Vesna Jadric announced IVI-3.1 minor change via the email below.

From: <vesna.jadric@ni.com>
To: IVI-Foundation-Members-1@ivifoundation.org
Date: 07/26/2013 02:59 PM
Subject: Minor Change: IVI-3.1: Driver Architecture Specification - Expansion of “Vendor specific errors and warnings” range (21-day review)

Greetings:

NI was tasked with updating the IVI-3.1 specification, Table 5-3 in Section 5.12.1 to expand the “Vendor specific errors and warnings” range. The change document and updated specification are now posted on the IVI-3.1 working group web site:

IVI 3.1 Proposed Change - IVI error codes.docx
IVI-3.1_Architecture_2013-07-26.docx

The review period for this minor change is July 26 - August 23, 2013.

Please contact me with any feedback.

Best regards,

Vesna Jadric
Instrument Drivers/IVI | National Instruments | 512-683-5360

The review period for this minor change has ended with no feedback. The specification is now ready for vote.
IVI-3.4 Minor Change - Asynchronous I/O

On September 10th, Vesna Jadric announced IVI-3.4 minor change via the email below.

From: <vesna.jadric@ni.com>
To: IVI-Foundation-Members-1@ivifoundation.org
Date: 09/10/2013 03:36 PM
Subject: Minor Change: IVI-3.4: API Style Guide Specification - Asynchronous I/O (21-day review)

Greetings:

At the June 2013 Technical Committee meeting, it has been decided to add a new section in IVI-3.4 specification for Asynchronous I/O for IVI.NET drivers to include the recommendation that IVI.NET specific drivers that implement asynchronous I/O methods do so using the Microsoft Asynchronous Programming Model (APM). In addition to this minor change, there are editorial changes in Section 16, Direct IO as indicated in the change document.

The change document and updated specification are now posted on the IVI.NET working group web site:

IVI 3.4 Proposed Change - AsynchronousI/O.docx
IVI-3.4_APIStyleGuide_2013-09-10_AsynchronousIO.docx

The review period for this minor change is September 10 - October 1, 2013.

Please contact us with any feedback.

Best regards,

John Harvey and Vesna Jadric

The review period for this minor change has ended with no feedback. The specification is now ready for vote.

IVI-3.18 Editorial Change

On September 17th, John Harvey announced IVI-3.18 editorial change via the email below.

From: <john_harvey@agilent.com>
To: IVI-Foundation-Members-1@ivifoundation.org
Date: 09/17/2013 05:33 PM
Subject: Review Period for IVI-3.18 - IWaveform Scaled Array Data

Greetings:

The IVI.NET Working Group was tasked with changing the IVI-3.18 IVI.NET Utility Classes and Interfaces Specification to correct the description of IWaveform Scaled Array Data. They have completed the work and made the changes to Section 4.2.4 of IVI-4.15. The change document and updated specification are now posted on the IVI.NET WG web page:

IVI-3.18_ProposedChange_ScaledArrayData.docx
IVI-3.18_NET_Utility_Classes_and_Interfaces_2013-09-17_draft.docx
Note that the posted document also includes other changes related to the IWaveform interface that were previously approved, but have not been posted pending the approval of the IVI.NET versioning policies. This review period is strictly for the changes to Section 4.2.4.

The review period for this editorial change is September 17 – October 8, 2013.

Please contact me with any feedback.

Best regards,

John Harvey
Agilent Technologies

The review period for the IVI-3.18 editorial change has ended without objections. The editorial changes are accepted and have been posted.

Note: John Harvey pointed out an error in the email above: “Section 4.2.4 of IVI-4.15” should be “Section 4.2.4 of IVI-3.18”.

IVI-4.15 Minor Change – Support for SByte

On September 17th, John Harvey announced IVI-4.15 minor change via the email below.

From: <john_harvey@agilent.com>
To: IVI-Foundation-Members-1@ivifoundation.org
Date: 09/17/2013 05:33 PM
Subject: Review Period for IVI-4.15 - Support for SByte rather than Byte waveforms

Greetings:

The IVI.NET Working Group was tasked with changing the IVI-4.15 IVI Digitizer Class Specification so that IVI.NET methods that originally used IWaveform<Byte> now use IWaveform<SByte> instead. They have completed the work and made the changes to various sections of IVI-4.15. The change document and updated specification are now posted on the IVI.NET WG web page:

IVI-4.15_ProposedChange_SByte.docx
IVI-4.15_IviDigitizer_2013-09-17_draft.docx

The review period for this minor change is September 17 – October 8, 2013.

Please contact me with any feedback.

Best regards,

John Harvey
Agilent Technologies

The review period for this minor change has ended with no feedback. The specification is now ready for vote.
IVI-3.4 Minor Change – Versioning Policies for IVI.NET

On September 17th, John Harvey announced IVI-3.4 minor change via the email below.

From: <john_harvey@agilent.com>
To: IVI-Foundation-Members-1@ivifoundation.org
Date: 09/17/2013 05:33 PM
Subject: Review Period for IVI-3.4 - Added Versioning Policies for IVI.NET

Greetings:

The IVI.NET Working Group was tasked with establishing policies related to versioning IVI.NET components. They have completed the work and added these policies to IVI-3.4, Section 5.3. The change document and updated specification are now posted on the IVI.NET WG web page:

IVI 3.4_ProposedChange_Versioning.docx
IVI-3.4_APIStyleGuide_2013-09-17_draft.docx

The review period for this minor change is September 17 – October 8, 2013.

Please contact me with any feedback.

Best regards,
John Harvey
Agilent Technologies

The review period for this minor change has ended with no feedback. The specification is now ready for vote.

VISA-COM Minor Change

On September 25th, Dan Mondrik announced VPP-4.3.4 minor change via the email below.

From: <dan.mondrik@ni.com>
To: IVI-Foundation-Members-1@ivifoundation.org
Date: 09/25/2013 06:02 PM
Subject: Review period for VPP-4.3.4 (VISA Implementation Specification for COM) version 5.2

Greetings:

I am attaching a draft of "VPP-4.3.4: VISA Implementation Specification for COM" version 5.2 for review. This change adds the interface IRegister64_2 to correct the signature of two methods in IRegister64.

We have reviewed the specification in our working group. NI has built the global resource manager binaries using the updated IDL and sent them to Agilent for testing.

This is a minor change with a 21-day review period concluding on October 16. The Technical Committee will vote on this specification while at the IVI meeting.

Please send spec feedback to me.

Thanks,
The review period for this minor change has ended with no feedback. The specification is now ready for vote.

**Review Action Items from June 2013 Meeting**

<table>
<thead>
<tr>
<th>Owner</th>
<th>Action Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vesna Jadric</td>
<td>Record all resolutions in the lifecycle document.</td>
<td>[06/24/2013] Complete.</td>
</tr>
<tr>
<td>Jon Bellin, Vesna Jadric, Adri</td>
<td>Jon and Vesna will meet with Adri to design the exact location of explanatory text around the following documents on the web site:</td>
<td>[07/09/2013] Complete.</td>
</tr>
<tr>
<td>Kruger</td>
<td>- Compliance Equivalence Tables and IVI Generation Baseline Summary Table</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- General Explanation of IVI Generations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Explanation of IVI-2014</td>
<td></td>
</tr>
<tr>
<td>Adri Kruger</td>
<td>Work with Bob to post IVI Generations material on the web site.</td>
<td>[09/24/2013] Pending BoD vote for IVI-3.1 – IVI Generations</td>
</tr>
<tr>
<td>Vesna Jadric</td>
<td>Make sure that the Equivalence tables will show that the first version of IVI-3.1 for IVI-2014 is 3.5.</td>
<td>[09/24/2013] Pending BoD vote for IVI-3.1 – IVI Generations</td>
</tr>
<tr>
<td>Vesna Jadric</td>
<td>Run Minor Change process that does not require IPR for IVI-3.1 to allow signed 8-bit integer data type. Work with Jon and David to create wording regarding the fact that SByte is not CLS compliant.</td>
<td>[08/23/2013] Complete.</td>
</tr>
<tr>
<td>John Harvey or Vesna Jadric</td>
<td>Run Minor Change process that does not require IPR for IviDigitizer spec to use System.SByte. John will work with IVI.NET WG to decide if we need to include the CLS compliant attribute in the specification.</td>
<td>[10/08/2013] Complete.</td>
</tr>
<tr>
<td>John Harvey</td>
<td>Make a change in the IVI.NET Shared Components source code for System.SByte in IviDigitizer and for versioning changes. John will discuss the schedule for releasing the modified Shared Components with the IVI.NET WG.</td>
<td>[09/24/2013] The changes have been implemented. The release is pending resolution of technical versioning issues with regard to installation directories.</td>
</tr>
<tr>
<td>Vesna Jadric</td>
<td>Run Minor Change process that does not require IPR for IVI-3.1 to expand the “Vendor specific errors and warnings” range.</td>
<td>[08/23/2013] Complete.</td>
</tr>
<tr>
<td>Vesna Jadric</td>
<td>Run Editorial Change process for IVI-3.2 to clarify that C functions that have a ViChar array output parameter cannot return warnings.</td>
<td>[07/26/2013] Complete.</td>
</tr>
<tr>
<td>Owner</td>
<td>Action Item</td>
<td>Status</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Vesna Jadric</td>
<td>Create the change document for asynchronous I/O change in IVI-3.4 for IVI.NET.</td>
<td>[07/11/2013] Complete.</td>
</tr>
<tr>
<td>John Harvey</td>
<td>Run Minor Change process for IVI-3.4 to add a new section for Asynchronous I/O for IVI.NET drivers.</td>
<td>[10/01/2013] Complete.</td>
</tr>
<tr>
<td>Vesna Jadric</td>
<td>Let Bob know about no lunch on Wednesday.</td>
<td>[07/11/2013] Complete.</td>
</tr>
<tr>
<td>John Harvey</td>
<td>Post editorial IVI.NET changes made in:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IVI-4.6 IviSwtch Class Specification</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IVI-4.7 IviPwrMeter Class Specification</td>
<td></td>
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<tr>
<td></td>
<td>IVI-4.12 IviCounter Class Specification</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IVI-4.15 IviDigitizer Class Specification</td>
<td></td>
</tr>
</tbody>
</table>

**Review Spec Status Document**

The group reviewed and edited the Spec Status Document.

![IVI_Spec_Lifecycle_Status.xlsx](IVI_Spec_Lifecycle_Status.xlsx)

**Working Group Topics**

**Vote on IVI-3.1 specification – Signed 8-bit integer**

Section 5.14 was updated to allow signed 8-bit integer and array of 8-bit integer values for IVI-C, IVI-COM and IVI.NET.

The review period for this minor change has ended on August 23, 2013. No feedback has been received.

Resolution (2013-10-16:#1): Joe Mueller moves that the IVI Foundation approve the IVI-3.1 specification to allow signed 8-bit integer and array of 8-bit integer values for IVI-C, IVI-COM and IVI.NET. Seconded by Vinod Cherian. The vote was 5-0-0. The resolution is approved.

**Action item:** Vesna to record this resolution in the lifecycle document.

**Vote on IVI-3.1 specification – Vendor specific errors and warnings**

NI is running out of vendor specific/specific driver error codes. At the June 2013 Technical Committee meeting, it has been decided to update Table 5-3 in IVI-3.1, Section 5.12.1 to expand the “Vendor specific errors and warnings” range.

The review period for this minor change has ended on August 23, 2013. No feedback has been received.
Resolution (2013-10-16:#2): Joe Mueller moves that the IVI Foundation approve the IVI-3.1 specification to expand the “Vendor specific errors and warnings” range. Seconded by Vinod Cherian. The vote was 5-0-0. The resolution is approved.

**Action item:** Vesna to record this resolution in the lifecycle document.

Vote on IVI-4.15 IviDigitizer specification – Support for SByte

The IVI.NET Waveform related methods have been modified to use the System.SByte data type instead of System.Byte. The review period for this minor change has ended on October 8, 2013. No feedback has been received.

Resolution (2013-10-16:#3): Joe Mueller moves that the IVI Foundation approve the IVI-4.15 specification to modify IVI.NET Waveform related methods that use the System.Byte data type to use System.SByte instead. Seconded by Vinod Cherian. The vote was 5-0-0. The resolution is approved.

**Action item:** Vesna to record this resolution in the lifecycle document.

Vote on IVI-3.4 specification – Asynchronous I/O

A new section for Asynchronous I/O for IVI.NET drivers was added to include the recommendation that IVI.NET specific drivers that implement asynchronous I/O methods do so using the Microsoft Asynchronous Programming Model (APM).

The review period for this minor change has ended on October 1, 2013. No feedback has been received.

Resolution (2013-10-16:#4): Joe Mueller moves that the IVI Foundation approve the IVI-3.4 specification to include the recommendation that IVI.NET specific drivers that implement asynchronous I/O methods do so using the Microsoft Asynchronous Programming Model (APM). Seconded by Vinod Cherian. The vote was 5-0-0. The resolution is approved.

**Action item:** Vesna to record this resolution in the lifecycle document.

Vote on IVI-3.4 specification – Versioning policies for IVI.NET

Section 5.3 has been updated to describe the versioning style to be used for IVI.NET.

The review period for this minor change has ended on October 8, 2013. No feedback has been received.

Resolution (2013-10-16:#5): Joe Mueller moves that the IVI Foundation approve the IVI-3.4 specification to update Section 5.3 to establishing policies related to versioning IVI.NET components. Seconded by Vinod Cherian. The vote was 5-0-0. The resolution is approved.

**Action item:** Vesna to record this resolution in the lifecycle document.

Vote on IVI-3.18 IVI.NET IWaveform Changes
At the last meeting in June, the Technical Committee decided to postpone the vote on the minor change in the IVI-3.18 specification until the technical issues with the IWaveform interface are resolved and agreed on. The issues with changing data types of some properties from PrecisionDateTime to PrecisionTimeSpan have been resolved now.

**Note:** The vote is still dependent on approval of IVI-3.4 changes for versioning policies for IVI.NET. If the IVI-3.4 changes have been approved and voted on, we can conduct the vote for this minor change.

Resolution (2013-10-16:#6): Joe Mueller moves that the IVI Foundation approve the IVI-3.18 specification to modify Waveform/Spectrum StartTime and EndTime from PrecisionDateTime to PrecisionTimeSpan. Seconded by Vinod Cherian.
The vote was 5-0-0. The resolution is approved.

**Action item:** Vesna to record this resolution in the lifecycle document.

Vote on VPP-4.3.4: VISA Implementation Specification for COM

This change adds the interface IRegister64_2 to correct the signature of two methods in IRegister64.

The review period for this minor change has ended on October 16, 2013. No feedback has been received.

Resolution (2013-10-16:#7): Joe Mueller moves that the IVI Foundation approve the VPP-4.3.4 specification to add the interface IRegister64_2 to correct the signature of two methods in IRegister64. Seconded by Vinod Cherian.
The vote was 5-0-0. The resolution is approved.

**Action item:** Vesna to record this resolution in the lifecycle document.

IVI File Format

Joe Mueller stated that the IVI File Format Working Group reviewed the specification with the membership during this meeting and received several requests for updates. The Working Group anticipates finishing the updates in mid December and anticipates starting the 45 day review period and 45 day IPR declaration period before the end of 2013, so that the Technical Committee can vote on the specification at the February 2014 meeting.

Marketing WG - Posting of Compliance Equivalence Tables

**Update from the Marketing WG:**

The working group has finalized the exact location and the explanatory text around the following documents on the web site:

- Compliance Equivalence Tables and IVI Generation Baseline Summary Table
- General Explanation of IVI Generations

These documents are now ready to be posted pending the BoD vote for IVI-3.1 – IVI Generations.

**Action Item:** Adri will work with Bob to post this material on the web site.
**New Business**

Discuss IVI-3.17 Installation directory changes for IVI.NET versioning

John Harvey stated that the IVI.NET Working Group decided to retain Side-by-Side installation of the IVI.NET Shared Components. The group also decided that we will use .NET Publisher Policy Files that redirect references to IVI.NET Shared Component assemblies from older versions to the latest version on the system. The group also decided to include build numbers in the name of the IVI.NET Shared Components installation directory to accommodate users who want to lock down the versions of shared components that they use to the exact major.minor.build version of the components.

Resolution (2013-10-16:#8): Joe Mueller moves that we make a Minor Change to update IVI-3.17, to: include .NET Publisher Policy Files that redirect references to IVI.NET Shared Component assemblies from older versions to the latest version on the system, include build numbers in the name of the IVI.NET Shared Components installation directory to accommodate users who want to lock down the versions of shared components that they use to the exact major.minor.build version of the components, and any other changes needed to implement the versioning policy finalized at the October 2013 meeting. Vinod Cherian seconded this motion. The vote was 5-0-0. The resolution is approved.

**Action item:** Vesna to record this resolution in the lifecycle document.

**Action item:** John Harvey and David Rohacek to create a change document by November 15th to propose the changes to IVI-3.17 to implement the installation directory changes for IVI.NET versioning.

IVI-3.4 Editorial Change

In the section 16.1.3 of IVI-3.4, the access to Session attribute is specified as R/W when it should be read-only. The same issue exists in the section 16.1.4 for the System attribute.

### 16.1.3 Session

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>viSession (C)</td>
<td>R/W</td>
</tr>
<tr>
<td>UInt32 (COM, .NET)</td>
<td>R/W</td>
</tr>
</tbody>
</table>

### 16.1.4 System (COM, .NET Only)

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>I&lt;DriverName&gt;System</td>
<td>R/W</td>
</tr>
</tbody>
</table>

This should be an editorial change since the intent was clearly that both properties should be read-only.

Resolution (2013-10-16:#9): Joe Mueller moves that we make an Editorial Change in IVI-3.4, Sections 16.1.3 and 16.1.4 to make the Session and System attributes read-only. Seconded by Vinod Cherian. The vote was 5-0-0. The resolution is approved.

**Action item:** Vesna to record this resolution in the lifecycle document.
Action item: Vesna to run Editorial Change process for IVI-3.4 to make the Session and System attributes read-only.

IVI-3.1 Editorial Change
As a result of the discussion at the IVI.NET working group meeting, it was suggested that we need to find a place in IVI-3.1 (not specific to C, COM, or .NET) that advises driver developers that the older the version of the IVI Shared Components they use to build their driver, the more it will be consistent with systems whose owners have not or cannot update their systems to the latest version of the shared components.

Resolution (2013-10-16:#10): Joe Mueller moves that we make an Editorial Change in IVI-3.1, to advise driver developers that the older the version of the IVI Shared Components they use to build their driver, the more it will be consistent with systems whose owners have not or cannot update their systems to the latest version of the shared components.
Seconded by Vinod Cherian.
The vote was 5-0-0. The resolution is approved.

Action item: Vesna to work with Jon to determine the best location and wording to use in IVI-3.1 and then to run the Editorial Change process for IVI-3.1.

Instrument Connectivity for Mobile Devices
Archana Akkalkot raised the issue that over time use of mobile devices is increasing while PC use is decreasing and that there is no standard way to communicate with instruments from mobile devices.

Various angles on this issue were discussed including
- Having a subset of VISA on the operating systems used on mobile devices
- Using wireless protocols such as Bluetooth to communicate (i.e., having something like HiSLIP for Bluetooth
- Using the web server that LXI instruments have
- Using web services
- What are the use cases that we would want to cover (e.g., programming vs. interactive use)?
- What is the level of interest among the member companies is addressing the various use cases?
- Is the mobile devices landscape changing so fast that whatever we target will be obsolete by the time we can finish a spec?
- Is the IVI Foundation the right venue for this issue?

The consensus of the group was to reserve time at the February 2014 IVI Foundation Meeting to discuss this issue, starting with an elaboration of use cases.

Joe Mueller volunteered to set the agenda and moderate the discussion.
Discuss Upcoming Meetings

The next meeting will be February 5-7, 2014 (Wednesday - Friday) in San Diego, CA.

<table>
<thead>
<tr>
<th>Working Group</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>IVI Education Material</td>
<td>2 hr</td>
</tr>
<tr>
<td>VISA.NET</td>
<td>8 hr</td>
</tr>
<tr>
<td>VISA</td>
<td>2 hr</td>
</tr>
<tr>
<td>Instrument Connectivity for Mobile Devices</td>
<td>2 hr</td>
</tr>
<tr>
<td>IVI.NET</td>
<td>2 hr</td>
</tr>
<tr>
<td>Marketing Committee General</td>
<td>2 hr</td>
</tr>
<tr>
<td>Shared Components Management</td>
<td>1 hr</td>
</tr>
<tr>
<td>Web Forum</td>
<td>1 hr</td>
</tr>
<tr>
<td>Technical Committee Meeting, BoD, and Annual</td>
<td>4 hr</td>
</tr>
</tbody>
</table>

IVI Education Material and Marketing Committee General can overlap with VISA.NET.

Day 1 (in order shown): Mobile Devices, Shared Components, Web Forum, IVI.NET, VISA (avoids using 2 rooms during LXI)
   - We can adjust the time spent on Mobile Devices, Shared Components, and IVI.NET based on contingencies
Day 2: VISA.NET, Education, Marketing
Day 3: TC, BoD, Annual

Criteria for IVI meeting locations:
For US meetings:
- Major airport hub that allows most members a non-stop flight (examples: Denver, Dallas, Orlando, Las Vegas, Chicago, St Louis, Los Angeles, Atlanta, Boston, Austin)
- Hotel journey is 20 minutes on Google maps.
- Sleeping room price should not exceed $169.
- Meeting fees should not exceed $400.
- Internet bundled into the cost.

May 2014 meeting: Singapore May 19-21

October 2014 meeting: Oct 15-17
Possibilities: Baltimore/Washington, St. Louis, Chicago, Denver, Las Vegas, Phoenix, Atlanta

February 2015 meeting:
Possibilities: St. Louis, Las Vegas, Phoenix, Atlanta

Summary of Action Items Created at the October 2013 Technical Committee Meeting

<table>
<thead>
<tr>
<th>Owner</th>
<th>Action Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td>Action Item</td>
<td>Status</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Vesna Jadric</td>
<td>Record all resolutions in the lifecycle document.</td>
<td></td>
</tr>
<tr>
<td>John Harvey</td>
<td>Make a change in the IVI.NET Shared Components source code for System.SByte in IviDigitizer and for versioning changes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Release of these components is now possible because we have agreed on .NET versioning with respect to installation directories.</td>
<td></td>
</tr>
<tr>
<td>Adri Kruger</td>
<td>Work with Bob to post IVI Generations material on the web site.</td>
<td></td>
</tr>
<tr>
<td>John Harvey and David Rohacek</td>
<td>Create a change document by November 15th to propose the changes to IVI-3.17 to implement the installation directory changes for IVI.NET versioning.</td>
<td></td>
</tr>
<tr>
<td>Vesna Jadric</td>
<td>Run Editorial Change process for IVI-3.4 to make the Session and System attributes read-only.</td>
<td></td>
</tr>
<tr>
<td>Vesna Jadric</td>
<td>Vesna to work with Jon to determine the best location and wording to use in IVI-3.1 regarding using earlier versions of IVI Shared Components to build drivers, and then to run the Editorial Change process for IVI-3.1.</td>
<td></td>
</tr>
</tbody>
</table>

**Adjourn**

Meeting
3. IVI File Format Meeting in Dallas

[Image: IVI-6.4_File_Format - Draft 0_88 - IVI Meeting in Dallas.docx]
4. IVI Marketing Committee Meeting Minutes

General Meeting Info:
Date of Meeting: October 14, 2013
Location: Dallas, TX
Chairperson: Adri Kruger
Minutes Prepared By: Adri Kruger

Meeting Attendees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adri Kruger</td>
<td>National Instruments</td>
<td>X</td>
</tr>
<tr>
<td>Kirk Fertitta</td>
<td>Pacific MindWorks</td>
<td></td>
</tr>
<tr>
<td>Bob Helsel</td>
<td>IVI Foundation</td>
<td>X</td>
</tr>
<tr>
<td>Jochen Wolle</td>
<td>Rohde &amp; Schwarz</td>
<td>X</td>
</tr>
<tr>
<td>Rob Purser</td>
<td>The Mathworks</td>
<td></td>
</tr>
<tr>
<td>Joe Mueller</td>
<td>Agilent</td>
<td>X</td>
</tr>
<tr>
<td>John Harvey</td>
<td>Agilent</td>
<td>X</td>
</tr>
<tr>
<td>John Ryland</td>
<td>Keithley</td>
<td></td>
</tr>
<tr>
<td>Jason Schares</td>
<td>Rockwell Collins</td>
<td></td>
</tr>
<tr>
<td>Jon Bellin</td>
<td>National Instruments</td>
<td>X</td>
</tr>
<tr>
<td>Vesna Jadric</td>
<td>National Instruments</td>
<td>X</td>
</tr>
<tr>
<td>David Rohacek</td>
<td>National Instruments</td>
<td>X</td>
</tr>
<tr>
<td>Don Essner</td>
<td>DRS</td>
<td></td>
</tr>
<tr>
<td>Mike Woodring</td>
<td>Pacific Mindworks</td>
<td></td>
</tr>
<tr>
<td>Teresa Lopes</td>
<td>Teradyne</td>
<td></td>
</tr>
<tr>
<td>Vinod Cherian</td>
<td>The Mathworks</td>
<td>X</td>
</tr>
<tr>
<td>Eric Wetjen</td>
<td>The MathWorks</td>
<td></td>
</tr>
<tr>
<td>Tom Fay</td>
<td>Agilent</td>
<td></td>
</tr>
<tr>
<td>Eric Lord</td>
<td>Pacific Power Source</td>
<td></td>
</tr>
<tr>
<td>Kevin Lam</td>
<td>Ametek Programmable Power</td>
<td></td>
</tr>
<tr>
<td>Deborah Homan</td>
<td>Agilent</td>
<td></td>
</tr>
<tr>
<td>Anshul Arora</td>
<td>Tektronix</td>
<td></td>
</tr>
<tr>
<td>Steve Schink</td>
<td>Agilent</td>
<td></td>
</tr>
<tr>
<td>Sheng Miao</td>
<td>Shaanxi Hitech</td>
<td></td>
</tr>
<tr>
<td>Xiaojie Li</td>
<td>Shaanxi Hitech</td>
<td></td>
</tr>
<tr>
<td>Yves</td>
<td>Agilent</td>
<td></td>
</tr>
</tbody>
</table>

Previous Action Items:

<table>
<thead>
<tr>
<th>Owner</th>
<th>Action Item</th>
<th>Deadline</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe</td>
<td>Send out IVI Education material for review</td>
<td>June 21</td>
<td>Closed</td>
</tr>
<tr>
<td>Adri</td>
<td>Get list of Autotestcon papers and content to share with group</td>
<td>July</td>
<td>Closed</td>
</tr>
<tr>
<td>All</td>
<td>VISA .NET press release</td>
<td>Defer to February</td>
<td>Open</td>
</tr>
<tr>
<td>Adri</td>
<td>Work with Bob to see if we can work IVI Generations into Autotestcon panels</td>
<td>July</td>
<td>Closed</td>
</tr>
<tr>
<td>Adri</td>
<td>Promotion of IVI Education material – letter to members encouraging them to invite their</td>
<td>July</td>
<td>Open</td>
</tr>
</tbody>
</table>
Previous Meeting Discussions:
  More information:
  - Technical committee established an IVI-2014 generation that includes the changes to 3.1 and 3.4 from this working group, and any other spec updates or new specs the technical committee sees fit to include. This should include the Windows 8 work.
  - We need a way to designate the IVI generation that a driver complies with. Should add this to the IVI registration. Also add to the compliance information.
  ACTION: Marketing Committee needs to look into communicating the practical meaning to customers of IVI-2014. Don’t forget to update web site so that the compliance registration include IVI Generation.
- Discuss changes made to IVI Education Material – status of updates
- Hand-off all IVI Generations to Marketing committee – this should happen in October.
- Promotion of IVI Education material – letter to members encouraging them to invite their customers

New Business
- IVI Education Material – Content has been sent out for review. NI is sending a representative to help incorporate CVI and LabVIEW examples. We need to make a decision how what we want to do with the material from here – webcast on demand, video, etc.
  o The Marketing group is in agreement that documenting the content via Camtasia (or similar recording tool). The content should be broken into small chunks (logical).
  o Target the end of the year for publishing the content.
  o Marketing should plan an execution strategy for promoting the content once it is published.
  o We will use the IVI Educational slot during this IVI session (if no students show up) to make a plan for the timeline or the content. Shawn (from NI) will be coming to help with the CVI and LabVIEW content.
- Autotestcon was a “success” this year – there was good attendance for the IVI session, however, the overall conference attendance continues to decline. The overall feeling among the IVI marketing group was that we should not attend in 2014 and evaluate if the conference turns around.
- Support forum – Work on the support forum has stalled due to liability issues. We should keep a heartbeat on this item and determine if

Next Meeting
Date of Meeting: 
Hosted by: IVI Foundation
Location: 

Summary of New Action Items:

<table>
<thead>
<tr>
<th>Owner</th>
<th>Action Item</th>
<th>Deadline</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe</td>
<td>Record IVI Education Material</td>
<td>December 2013</td>
<td>Open</td>
</tr>
<tr>
<td>Bob</td>
<td>Speak with Chris to find out how the DoD would like to consume the IVI Education Material – This information could help drive how we deliver the content.</td>
<td>November 2013</td>
<td>Open</td>
</tr>
<tr>
<td>Adri</td>
<td>Work with Bob to send out a letter to vendors to promote the IVI Educational material for San</td>
<td>November 2013</td>
<td>Open</td>
</tr>
<tr>
<td>Name</td>
<td>Task</td>
<td>Due Date</td>
<td>Status</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------------------</td>
<td>------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Diego</td>
<td>Add item to web page that lets people opt in or contact information for notifications of training in their area.</td>
<td>November 2013</td>
<td>Open</td>
</tr>
<tr>
<td>Bob</td>
<td>Inset some announcements into LinkedIn groups to generate awareness for IVI Educational Material</td>
<td>Ongoing</td>
<td>Open</td>
</tr>
<tr>
<td>Adri</td>
<td>Get updated equivalence table from BoD meeting – update IVI Generations content and send to Bob for publishing to the web</td>
<td>Post October meeting</td>
<td>Open</td>
</tr>
</tbody>
</table>

**Adri Kruger**  
LabVIEW Product Manager  
Office: 512.683.9311  
adri.kruger@ni.com
5. IVI Board of Directors, October 16, 2013

Called to order at: 10:55 Central

Directors in attendance

<table>
<thead>
<tr>
<th>Present</th>
<th>Director</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Joe Mueller</td>
<td>Agilent Technologies</td>
</tr>
<tr>
<td>X</td>
<td>Jon Bellin</td>
<td>National Instruments</td>
</tr>
<tr>
<td>X</td>
<td>Jochen Wolle</td>
<td>Rohde &amp; Schwarz</td>
</tr>
<tr>
<td>X</td>
<td>John Ryland</td>
<td>Keithley</td>
</tr>
<tr>
<td>X</td>
<td>Vinod Cherian</td>
<td>MathWorks</td>
</tr>
<tr>
<td></td>
<td>Kirk Fertitta</td>
<td>Pacific MindWorks</td>
</tr>
<tr>
<td>X</td>
<td>Archana Akkalkot</td>
<td>Tektronix</td>
</tr>
<tr>
<td></td>
<td>(for Santanu Pradham)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Teresa Lopes</td>
<td>Teradyne</td>
</tr>
</tbody>
</table>

Quorum is a majority of directors. 6/8 satisfies the requirement.

Agenda Review

IVI BOARD OF DIRECTORS, OCTOBER 16, 2013
1. DIRECTORS IN ATTENDANCE
2. AGENDA REVIEW
3. REMINDER OF THE IP POLICY, ANTI-TRUST, AND DUTY OF TRUST OF DIRECTORS
4. RESOLUTIONS PASSED BY ELECTRONIC MEANS SINCE LAST MEETING
5. INPUTS REGARDING MINUTES OF PREVIOUS MEETING
   5.1 ACTION ITEMS FROM PREVIOUS MEETING
6. RECOMMENDATIONS FROM TECHNICAL COMMITTEE
7. DISCUSSION OF CONSORTIUM-PAID PHONE DURING FACE-FACE MEETINGS
8. FINANCIAL REPORT
9. FINAL POSTING OF IVI GENERATIONS
10. REPORT FROM WEB FORUM COMMITTEE

Reminder of the IP Policy, Anti-trust, and Duty of Trust of Directors

The IVI Foundation has an IP policy that could require that some of your corporations’ IP be licensed to the IVI Foundation and its members at no cost. Every participant in the IVI meetings should be familiar with the obligations that participation in the standard incurs on your company.

Every member of the consortium is encouraged to familiarize themselves with legal requirements regarding anti-trust violations. Members need to be cautious and refrain from discussing markets and pricing.
Directors have a duty to the IVI Foundation. They are legally and ethically obligated to do the “right thing” for the IVI Foundation since they serve as a principal of that organization, if this conflicts with other responsibilities such as their duty to their employer, they need to take appropriate actions to resolve the conflict of interest.

**Resolutions passed by electronic means since last meeting**

No motions were passed by the Board of Directors since the last face-face meeting:

**Inputs Regarding Minutes of Previous Meeting**

None expressed (need to verify posting).

**Action Items from Previous Meeting**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>OWNER</th>
<th>UPDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pose resolutions based on recommendations from Technical Committee Electronically</td>
<td>Joe</td>
<td>WILL resolve today.</td>
</tr>
<tr>
<td>Send e-mail message to Dod representatives regarding IVI Generations</td>
<td>Joe</td>
<td>Not done yet.</td>
</tr>
<tr>
<td>Terminate forwarding old SCPI and VXIplug&amp;play URL’s</td>
<td>Bob</td>
<td>Not done yet</td>
</tr>
<tr>
<td>Post the IVI Generations materials</td>
<td>Bob</td>
<td>Appropriate action is to update based on meeting this week.</td>
</tr>
<tr>
<td>Proceed to spend up to $1200 on USB driver signing per consensus from Directors attending June meeting.</td>
<td>Steve</td>
<td>Cost was $800, bill is in the mail to Agilent, at which point IVI will cut a check to Agilent.</td>
</tr>
</tbody>
</table>

**Recommendations from Technical Committee**

The Technical Committee has recommended the following changes be confirmed by the BoD, each of which are minor changes:

Jon Bellin moves that the following 13 TC resolutions be approved as a group. Jochen seconded. MSC (Motion seconded and carried): 6:0:0

- TC Resolution (2013-6) IVI 3.1 – allow explicit implementation of IIviDriver
- TC Resolution (2013-6) IVI 3.1 and 3.5 – Naming of qualified repeated capabilities
- TC Resolution (2013-6) IVI Generations definition

TC Resolution (2013-10-16:#1): Joe Mueller moves that the IVI Foundation approve the IVI-3.1 specification to allow signed 8-bit integer and array of 8-bit integer values for IVI-C, IVI-COM and IVI.NET. Seconded by Vinod Cherian.
TC Resolution (2013-10-16:#2): Joe Mueller moves that the IVI Foundation approve the IVI-3.1 specification to expand the “Vendor specific errors and warnings” range. Seconded by Vinod Cherian.

TC Resolution (2013-10-16:#3): Joe Mueller moves that the IVI Foundation approve the IVI-4.15 specification to modify IVI.NET Waveform related methods that use the System.Byte data type to use System.SByte instead. Seconded by Vinod Cherian.

TC Resolution (2013-10-16:#4): Joe Mueller moves that the IVI Foundation approve the IVI-3.4 specification to include the recommendation that IVI.NET specific drivers that implement asynchronous I/O methods do so using the Microsoft Asynchronous Programming Model (APM). Seconded by Vinod Cherian.

TC Resolution (2013-10-16:#5): Joe Mueller moves that the IVI Foundation approve the IVI-3.4 specification to update Section 5.3 to establishing policies related to versioning IVI.NET components. Seconded by Vinod Cherian.

TC Resolution (2013-10-16:#6): Joe Mueller moves that the IVI Foundation approve the IVI-3.18 specification to modify Waveform/Spectrum StartTime and EndTime from PrecisionDateTime to PrecisionTimeSpan. Seconded by Vinod Cherian.

TC Resolution (2013-10-16:#7): Joe Mueller moves that the IVI Foundation approve the VPP-4.3.4 specification to add the interface IRegister64_2 to correct the signature of two methods in IRegister64. Seconded by Vinod Cherian.

TC Resolution (2013-10-16:#8): Joe Mueller moves that we make a Minor Change to update IVI-3.17, to: include .NET Publisher Policy Files that redirect references to IVI .NET Shared Component assemblies from older versions to the latest version on the system, include build numbers in the name of the IVI .NET Shared Components installation directory to accommodate users who want to lock down the versions of shared components that they use to the exact major.minor.build version of the components, and any other changes needed to implement the versioning policy finalized at the October 2013 meeting. Vinod Cherian seconded this motion.

TC Resolution (2013-10-16:#9): Joe Mueller moves that we make an Editorial Change in IVI-3.4, Sections 16.1.3 and 16.1.4 to make the Session and System attributes read-only. Seconded by Vinod Cherian.

TC Resolution (2013-10-16:#10): Joe Mueller moves that we make an Editorial Change in IVI-3.1, to advise driver developers that the older the version of the IVI Shared Components they use to build their driver, the more it will be consistent with systems whose owners have not or cannot update their systems to the latest version of the shared components. Seconded by Vinod Cherian.
Discussion of Consortium-Paid Phone During Face-face Meetings

Factors:

- Providing a phone does provide a discentive for people to attend, if they don’t attend, we don’t get as full of a participation in key discussions.
- However we also get some key participants who are specifically focussed on a single area.
- If we know we are hosting a smaller number, there are many ways we could decrease costs for the foundation.
- Recommendations
  - Conference phone in a large room does not work. Perhaps if phone meetings were limited to “board rooms” that would help. (too hard to resolve at this point, but we should favor putting phone meetings in board room if we can).
  - Should always have shared notes facility (like Webex).
  - Always need a meeting facilitator (not necessarily the chair) at the face-face.
  - Facilitator needs to start setting up the meeting 10 minutes in advance.
- Regarding the consortium paying for phone
  - Typically $100-300 day.
  - Could request that phone participants pay a flat $100 for the entire meeting.

- Current phone meetings:
  - VISA
  - IVI.NET
  - VISA.NET
  - Marketing
  - File format

Jon moves that we modify the Operating Procedures to include the following rules to take affect starting at the February 2014 meeting:

Proposal:
1. Require phone participants pay $100 for the entire meeting.
2. Session Chair can choose not to accommodate phones.
3. If the session chairs chooses to accommodate phones, they must:
   a. Ensure a facilitator is at the face-face meeting.
   b. Must have shared notes facility (like Webex).

Motion seconded by: John Ryland seconds.

MSC 5:0:0 (Jochen out of the room).

Financial Report

Bob summarized. Income expected to exceed expenses this year by about $10k, however the operating expenses for the web forum, will probably be close to this.
Currently at $7500 for sponsor, $1500 for general. We will not change at this time.

Report from Web Forum Committee

Reminder, we created a WebForum committee as follows:

The BoD resolves to create a Web Forum committee to take necessary steps to get the web forum in place. It shall have the following members:

Kirk Fertitta (chair)
Bob Helsel
Vinod Cherian
Steve Schink
Vesna Jadric

This group will:

- Compose resolutions as needed for the BoD. We anticipate the following:
  - Legal decisions
  - Payment to Bob for oversight
  - Liability insurance

- Compose appropriate process and policy documents, working with Updegrove to post on the web.
- Oversee the creation of initial content on the web.
- Ensure appropriate people are assigned as Moderators and Administrators

To turn the web forum on need:

- (BoD) Legal decision (working with Updegrove et al)

  Likely to handle any BoD action with an e-mail vote.

- (BoD) Make a decision regarding liability insurance for the consortium and the directors. (presumably based on input from Updegrove).
- Compose necessary legal and process documents and post them
- Assign moderators and administrators
- (BoD) Authorize payment to Bob who generously volunteered to monitor the forum for abusive use.
- Need to pre-charge the forum with topics (consortium-only use)

Insurance quote: (~$2k for liability + a risk assessment to decide whether we need “professional” insurance; that would cost more). This would cover the officers, the “professional” would be if we also need to cover the moderators of the forum (or other administrators).

- We believe the risk assessment will be done by the insurance company and expect and answer with no further work from us.
I followed the instructions from the last meeting on how to proceed with our law firm. She reviewed everything we had, including the comments from Agilent’s lawyer.

I’m assuming we will review these at the next meeting and decide whether to move forward. Correct?

They have given us a huge break in cost by offloading some of the research time spent to other areas of the firm.

Let me know if you have any questions for Susan. BTW, Susan is the head of their IP/Trademark section, and she was recommended for this work by Andy Updegrove.

Real question now is:

1. We need to follow through on details around liability – primarily purchasing necessary insurance.
2. We need to be sure that consortium members will follow through and respond to customer questions.

Next steps:

1. We need the final assessment from insurance company on liability insurance.
2. Schedule remaining tasks (all appear to be at discretion of the consortium) and get them underway.

Steve will work with Kirk on it.

The recommendation is that the Consortium purchase liability for the Directors and Officers. Other participants need to understand their risks and liabilities, including moderators and others who may post.

No concerns were expressed by attendees (Jochen still out).

We need to renew our license soon, may be an option to decrease costs from the $300/mo we are currently paying. Kirk has arranged for review of the tools for moderators or participants, we will invite the entire consortium via the Ivi-listserver.

Need to:

- get liability insurance started (~$2K).
- Need to renew the contract for the web forum service ($3600 or $2400).
- Fee from Bode Enterprises to be Administrator at $600/day with an estimate of 2 hours/week.

Jon moves that we approve expenditures not to exceed the estimate above by more than 20%. John Ryland seconded. MSC 5:0:1
Adjourned 12:10 Central