

Minutes

SECon 2001

Tuesday November 16, 1999

5:30 PM, Ramada, Clemson

1. **Publications** – Update on getting us in TAG

5/20/99 **Action Item** Mark to get us in TAG.

11/16/99 In process

2. **Treasurer** – We will use the Lexington formatted spreadsheet to track our financial data.

3. **Proposal for Madren Center**

8/31/99 To reduce the cost of the Madren Center proposal we want to make the following changes:

- Ask about reducing the number of conference rooms reserved all day from 11 to 9. Can we add some later if needed? **Quantity remained the same but this would reduce the cost by \$650.**
- Revise the times conference rooms are reserved on Sunday 4/1/01 to 12 noon, except the Ballroom and registration area, until 2PM. **Completed**
- Ask if the University can provide all projectors/screens. If not, then reduce from 10 to 4. **We can provide these items and the cost was removed.**
- Revise expenses associated with breaks to only include coffee and water all day, no soda or solids. **Completed and the cost was reduced.**
- Will need to add in costs for the reception. **Completed and this was \$2385 added in.**
- After above, we must get the overall cost to around the figure Lexington had in their budget (not actual). **This came within \$1600 (less than 10%).**
- Ask why we are quoted a rate at the hotel higher than normal. **Cost was reduced to \$75 from \$95.**

8/31/99 **Action Item** Nick to get with Leslie on the above bullets. If we do not meet our cost goal, set up a meeting with the Madren Center, Dr. Gowdy, Nick & Leslie.

11/16/99 Above was completed as in **bold**. The committee decided unanimously to go with the Madren center after comparing cost with the Hyatt and Hilton.

11/16/99 The IEEE has reserved 100 rooms at the Ramada at \$64. We need to establish logistics between the Ramada and the Madren Center.

4. **Logo and Theme**

The committee discussed the need for a logo and theme. We will try to get these by having a contest with both the student section and the section newsletter. \$50 to the winner. Need entries by 10/1/99.

7/22/99 **Action Item** Dr. Gowdy to coordinate with Dr. Komo on the student section. Mark Stokes to get in the next newsletter. Neither will probably happen until the beginning of September.

11/16/99 Not Completed

5. **SECon01 web site**

The committee discussed briefly the need for a web site. The intent was to acquire the site from Nashville after they revised the one from Lexington.

7/22/99 **Action Item** Mark to create a SECon01 announcement “web site under construction” on our web site.

11/16/99 Not Completed

Next meeting time/location is Tuesday, January 11, 2000 @ the Ramada Restaurant. 5:30 PM
Seconmn111699.doc