

Minutes

SECon 2001

Thursday March 2, 2000

5:30 PM, Ramada, Clemson

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

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

3/2/00 Complete – We also sent the budget and insurance to M.Dewald at IEEE, as she requested.

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

3/2/00 **Action Item** Nick to open new bank account for the conference.

3. **Madren Center arrangements**

1/20/00 We need the revised proposal from the Madren Center and get required approval and signatures. Also need something from the Ramada for the rooms they have held.

2/8/00 **Action Item** Nick to get with IEEE on 3 items.

- Need contract for Madren Center revised and approved.
- Change quantity of Ramada rooms to 120
- Need contract for the conference center catering.

3/2/00 Complete – All 3 proposals have been signed.

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.

2/8/00 **Action Item** Dr. Gowdy to coordinate with Dr. Komo on the student section. Mark Stokes to get in the next newsletter.

3/2/00 Not Completed – Need to use the examples provided.

2/8/00 **Action Item** Lee Stogner to get some examples of logos and themes from past conferences to help with ideas.

3/2/00 Complete – We have from 1994 thru 1999 as examples.

5. **SECon01 web site**

6. **Student Program**

Randy has some students interested in helping organize the hardware competition. We need an organizing meeting for the Student Program portion of the conference.

3/2/00 **Action Item** Randy, Mark, Nick & Dr. Komo to meet on planning the program. Date set as 3/8/00.

7. **Nashville Booth**

Need to acquire a list of things that may need to be done before SECon00 in Nashville such as Call for Papers and Student Competition specifics.

3/2/00 **Action Item** Nick & Dr. Gowdy to revise Call for Papers and print copies. Also need tourist info from local area - Sally.

Next meeting time/location is Tuesday, April 18, 2000 @ the Ramada Restaurant. 5:30 PM

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