

Minutes

SECon 2001

Thursday July 22, 1999

5:30 PM, Madren Center, Clemson

1. Review and comments on ORG chart for SECon 2001. General discussion on assignments.
7/22/99 **Action Item** Steven to send file to Nick as Steven is leaving the area. Completed 7/23/99
2. Publications – Update on getting us in TAG
5/20/99 **Action Item** Mark to get us in TAG. In process 7/22/99
3. Treasurer – Update on application for IEEE insurance
6/22/99 Action Item Nick to contact Jim Howard on the added “In & Out Robbery” insurance to see if we commonly get that. Then complete the form and send into IEEE. Completed 7/22/99.
7/22/99 IEEE confirmed via phone call that they have the Insurance form. Close item
4. Update on proposal for Madren Center
6/22/99 Jim Howard (Region 3 conference chair) defers negotiations, etc to IEEE. There will be no fee for the IEEE to negotiate with hotels and conference centers. The IEEE (Leslie McCadden) will re-type our Functional Specification into a layout they use and send to Nick. Nick will ask Leslie to get some costs from the Hyatt, Hilton & Marriott in Greenville for our Functional Specification. We would like to do our own negotiating after getting those costs.
Action Item Nick to work with Leslie on the Functional Specification and cost of sites in Greenville. Keep others informed and then discuss a time to get with the Madren Center after we get bids from Greenville. Completed 7/22/99.

7/22/99 Proposals were received by Leslie from the Hyatt & Hilton and sent to Nick. The Marriott declined to bid. The committee reviewed the proposals and decided on the following steps:
 - Ask the Hyatt to give us some meal and break price info similar to the Hilton.
 - Have Leslie send a request for proposal to the Madren center and ask for meal and break price info similar to the Hilton.
 - After receiving the Madren center proposal, put the info on a spreadsheet with the Hyatt and Hilton, including the meals and breaks.
 - Review the spreadsheet and proposals at the next meeting.
 - Set up a meeting with the Madren center and Leslie, if their proposal is too high.7/22/99 **Action Item** Nick to get with Leslie on the 1st 2 bullets.
5. 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.
6. 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.

Next meeting time/location is August 19, 1999 @ the Ramada Restaurant. 5:30 PM