

Minutes - SECon 2001

Wednesday August 2, 2000

5:30 PM, Ramada Inn at Clemson

1. **Treasurer**

5/25/00 – ExCom meeting set up for 6/14 Capri's in Easley to approve the rest of the transfer, \$1300.

8/2/00 – The transfer was completed.

2. **Conference Center arrangements**

5/25/00 **Action Item** Nick and Randy need to check on the ability of the Conference Center to have an overhead camera in the Auditorium for the Hardware Competition. If OK, then re-do the schedule and send to Region 3.

8/2/00 – Held two meetings with the Conference Center. Hardware Competition will be in the Auditorium. We have the entire Ballroom all day Saturday.

8/2/00 **Action Item** John Komo to find out the duration of the Software Competition.

8/2/00 **Action Item** After completion of the above, Nick to send to Region 3 for any additional meetings that need to be added.

3. **Logo and Theme**

5/25/00 – We will use the Logo on the Call For Paper ( SC state figure with a Palmetto tree and Tiger Paw). Still need a theme.

8/2/00 Ongoing

4. **SECon01 web site**

4/18/00 - Mark and Lee will work on a registration form for the conference.

5/25/00 – Mark will check with the IEEE on doing this. We need registration set up by 12/1/00.

8/2/00 **Action Item** Nick to ask Nashville for their registration listing spreadsheet and University e-mail contact list.

5. **Student Program**

8/2/00 **Action Item** Need a student branch meeting after school starts. For Saturday nite at the Pavilion, do they want a band, DJ, tables/chairs, catered food, cash bar? Also need to see where the Software Competition planning is – duration, location, quantity of teams.

6. **Sponsors**

8/2/00 **Action Item** Lee/Allen to send Nick the “form letter” or “cover letter” they are using to contact companies.

7. **Transfers**

5/25/00 **Action Item** Nick to begin on setting up the transfer from the GSP airport to Clemson. John to begin on having CAT do the transfer from the Ramada to the Conference Center.

8/2/00 – John contacted CAT and they can set up a shuttle for us. We need to contact them closer to the date.

8/2/00 – Nick acquired info on the airport transfer and will determine what needs to be on the web site registration area.

8. **Technical Program**

8/2/00 **Action Item** John to send out Final Call for Papers.

9. **Entertainment**

8/2/00 **Action Item** Sally to begin planning for the Spouses program.

8/2/00 **Action Item** Mark to check with the Music department on a couple options.

Next meeting time/location is Wednesday, Sept 27, 5:30PM @ the Ramada.

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