

Minutes - SECon 2001

Wednesday September 27, 2000

5:30 PM, Ramada Inn at Clemson

1. **Treasurer**

9/27/00 – No change to the budget

2. **Conference Center arrangements**

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

9/27/00 – Software competition will run FridayPM to SundayAM. Guidelines are on the web. It will not be held in the Conference Center, but on Campus.

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.

9/27/00 A suggestion of “Let the Odyssey Begin” from the movie 2001 A Space Odyssey has been received. Will consider next meeting.

4. **SECon01 web site**

5/25/00 – Mark will check with the IEEE on doing registration. 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.

9/27/00 – University e-mail list received and utilized.

9/27/00 **Action Item** Mark to contact George Cook and Ensign Johnson of Nashville for the listing spreadsheet. Acquire registration form similar to the Lexington version. Also contact IEEE to set up the use of the VISA system.

9/27/00 **Action Item** John Gowdy to provide tutorials when known to put on registration form.

9/27/00 **Action Item** Lee to check on when and how to get the registration form in the Region 3 newsletter.

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.

9/27/00 **Action Item** John to get with students to decide on band/DJ and reserve for Saturday.

9/27/00 **Action Item** Nick to determine if the Pavilion has to cater food.

6. **Sponsors**

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

9/27/00 – Mailing list ongoing. Still need the “form” letter.

7. **Transfers**

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

9/27/00 – Need to contact CAT in January

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

9/27/00 – Rental car and shuttle rates/phone numbers will be provided on the web site.

8. **Technical Program**

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

9/27/00 – Final CFP sent via e-mail and on the web site. Need a list of tutorials when known for the registration form.

9. **Entertainment**

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

9/27/00 – Set up the schedule for Saturday only. Need to check on rates for the University van and how the insurance is handled.

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

9/27/00 – Option was pricey. See if we can find anything that fits into our budget better.

9/27/00 **Action Item** Nick to check on a couple options for Saturday nite.

9/27/00 **Action Item** Everyone to consider options for a plant tour. Square D and Duke Power are possible. BMW?

10. **Region 3 ExCom**

9/27/00 **Action Item** Everyone to get any comments on the Region 3 update draft to Nick by Monday 10/2.

Nick to e-mail update and schedule to Dick Riddle, Charles Lord and Jim Howard next week.

Next meeting time/location is Thursday, Oct 26, 6:00PM @ Clemson