

**IEEE CCECE 04 Committee Meeting
 Sunday May 04, 2003, 1:00 pm eastern
 Montréal – Delta Centre-Ville Hotel
 Draft Minutes**

Action	Responsibility	Status
Contact CCC Section chairs and ICF for student sponsorship	Chair	
Set up booth at conference for IEEE and ICF	Secretary/webmaster	
Set up authors kit and software to accept papers – test to make sure it works	Technical Cte	
Check into transportation from Hamilton Airport	Secretary	
Review sponsorship company proposal	CCC Chair	
Check CJECE policies on publishing	Technical Cte.	
Contact CCC Section Chairs for assistance in sponsorship	Sponsorship Chair	
Send sponsorship chair last years sponsorship package	Witold Kinsner	
Filter Company listing by city and re-send	Secretary	
Send treasurer approximate prices for conf. Bags and pens	Secretary	

1. Call to Order - Bob Alden – Webmaster, Bruno DiStefano – Workshops, Bob Hanna – Chair, Kash Husain – Treasurer, Haran Karmaker – Sponsorship, Witold Kinsner – Chair CCECE02, Cathie Lowell – Secretary, Scott Lowell – CCC Chair, Guy Olivier – Chair CCECE03, Ron Potts – History & Membership, Wally Read – R7 Director Emeritus, Pelle Westlind – Local Arrangements.
2. Approval of Agenda
Approved as written
3. Approval of minutes of meeting # 1 on February 01, 2003
Approved as written
4. Action Items from Previous meetings
 - a. Change title of committee position (History & Membership) – complete
 - b. Contact Buffalo and Rochester Section Chairs – complete
 - c. Set up meeting at Niagara Falls hotel – June 7 – complete
 - d. Discuss booths at conference – IEEE, ICF – C. Lowell, B. Alden
 - e. Look at possibility of sponsorship agency – S. Lowell
 - f. Send sponsorship & exhibitor form to Haran & Tony – complete
 - g. Get information on Niagara Airbus – complete
Action: check to see if there is transportation from Hamilton, Toronto and Buffalo
 - h. Update web page with travelers tips – complete
 - i. Send Montreal Call for Papers to B. Alden – complete
 - j. Provide update to all committee web pages - complete
 - k. Send updated Authors Kit to B. Alden – K. Plataniotis – ongoing. Need to ask if authors prefer poster or paper? All papers will have the same status when printed in the proceedings.
Action: Contact Kostas to get authors kit complete
Action: see what the CJECE policies for publishing are and follow same policies – Technical committee
 - l. Send request to Section Chairs and to ICF to sponsor students to conference – R. Hanna

- m. Look into conference bags and pens – it was decided that Cathie and Janet could decide this and bring back recommendations to the committee.
- 2. Lessons learned from previous CCECE – Haran for CCECE01 – need to re-visit the sponsorship introductory package. Need to have a section representative for sponsorship.
 - Action – contact each section chair for representative to sponsorship committee - Haran**
 - In kind – service, meals. Should have enough food throughout the conference so that meeting space is free. Will need an audio-visual company, and a registration company. Ask that each committee member take responsibility for two companies for sponsorship.
 - Witold for CCECE02 – create a one-page outline of conference as an introductory to the sponsorship package. Asked Witold to send Haran the package CCECE02 used for sponsorship
 - Action: send Haran sponsorship package – Witold Kinsner**
 - Must have packages to companies before the end of June.
 - Action: filter company list by city – Cathie**
 - Scaled their costs from \$10000 to \$200 (see web page for overview)
 - Guy for CCECE03 – give more food to the students to avoid meeting space costs. Bring in sponsors of events to the event. Ask for sponsors of luncheons, breaks, breakfasts, etc. They did not get any sponsorship. Suggest having specific wording so that a full (\$350) registration fee accompanies each paper. They allowed too many student papers (at student fee).
- 3. Committee Reports
 - a. Technical Program - Asked for status on the technical program link on the web page. Bob Hanna stated that this program was going to be used for the Toronto section conference this fall, it should be operational by June 15, 2003. Need to specify that papers must be 6 pages in order to be published in the CJECE. All papers will be provided in pdf format. Could look into sponsorship from Adobe promoting this. Need to specify that the file must be without write protection.
 - b. Workshops – CCECE02 planned 4 workshops and held 2 with about 20 people only. CCECE03 cancelled all workshops.
- 4. Review of Registration fee – need exact wording on registration form so all papers are accompanied by at least a full member registration (\$350).
- 5. Budget – Kash presented a preliminary budget.
 - Action: Send Kash approximate prices for bags and pens – Cathie**
 - Would like to discuss student funding at the next meeting. Asked why there is no flow through for the partners program? Kash stated it would be added to the budget. Need to talk to the registration company regarding their contract. Asked Witold to email their final budget to Kash.
 - Action: Send Kash 2002 final budget – Witold**
- 6. Web site – Bob Alden outlined the areas that are still requiring work on the web page. Need to get clarification on the registration process.
- 7. Next Meeting
 - June 8, 2003 – 1 pm – Sheraton Fallsview Hotel, Niagara Falls, ON.
- 8. Adjournment – meeting adjourned