

CCECE 04 Committee Meeting
Sunday June 08, 2003, 1:00 pm
Niagara Falls – Sheraton Fallsview Hotel
HAIDA Room
Draft Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of minutes of meeting May 04, 2003
4. Action Items from Previous meetings
 - a. Contact CCC Section chairs and ICF for student sponsorship - Chair
 - b. Set up booth at conference for IEEE and ICF - Secretary/webmaster
 - c. Set up authors kit and software to accept papers – test to make sure it works
Technical Cte
 - d. Check into transportation from Hamilton Airport – Secretary
 - e. Review sponsorship company proposal – they were unable to get the information they required to do a proposal in the time frame required to get the sponsorship package out.
 - f. Check CJECE policies on publishing - Technical Cte.
 - g. Contact CCC Section Chairs for assistance in sponsorship - Sponsorship Chair
 - h. Send sponsorship chair last years sponsorship package – complete
 - i. Filter Company listing by city and re-send – complete
 - j. Send treasurer approximate prices for conf. Bags and pens -
5. Report of all committee chairs
6. Sponsorship package
7. Update on Montreal CCECE03
8. Review of Registration fee
9. Coordination with other neighboring IEEE sections close to Niagara Falls
10. Subsidy program for students (Possibly all sections in CCC providing 50% of student registration fee just as CCECE 01)
11. Budget
12. Web site
13. Review of critical dates
14. Future tentative meeting dates during 2003
15. Other matters
16. Adjournment