

CCECE 04 Committee Meeting
Marriott Bloor Yorkville Hotel, Summerhill Room, Toronto, Ontario
1 pm to 4 pm, October 5, 2003
Draft Agenda

1. Call to Order:
2. Approval of Agenda
3. Approval of minutes of meeting June 8, 2003
4. Action Items from Previous meetings
 - a. Set up booth at conference for ICF - Webmaster
 - b. Update authors kit on the web – Technical committee
 - c. Set up booth at conference for ICF - Bob Alden
 - d. Get software for web to accept papers – Complete
 - e. Set up a link to Niagara Airbus and promote as conference transportation – Complete
 - f. Send sponsorship package to committee & CCC Section chairs – Complete
 - g. Contact student branch counselors to promote conference participation and sponsorship of students - Section Reps – Tony coordinating
 - h. Update web page with Authors Kit – by September meeting - Technical Cte.
 - i. Get letter of intent from AV – Pelle
 - j. Send overview of associate technical chairs responsibilities to committee – Complete
 - k. Draft final version of registration form and circulate – Complete
 - l. Compose the statement to be used by the Sections regarding student funding(\$100 per student, up to a maximum) –Scott
 - m. Book room for conference meeting at Regional meeting - Complete
2. Reports
 - a. Conference Chair – Bob Hanna
 - b. History & Membership – Ron Potts
 - c. Local Arrangements – Pelle Westlind
 - d. Partners Program – John Mowbray, Carol Ducette
 - e. Proceedings – Sean Dunne
 - f. Publicity – Tony Kormos
 - g. Secretary – Cathie Lowell
 - h. Sponsors & Exhibits – Haran Karmaker
 - i. Student Activities – Janet Bradley
 - j. Technical Committee – Kostas Plataniotas
 - k. Treasurer – Kash Husain
 - l. Webmaster – Bob Alden
3. Coordination with other neighboring IEEE sections close to Niagara Falls
4. Subsidy program for students
5. Other matters
6. Next Meeting
7. Adjournment