

CCECE 04 Committee Meeting
Sunday October 5, 2003, 1:00 pm
Toronto – Marriott Bloor Hotel
Draft Minutes

1. Call to Order: Bob Alden, Alagan Anapalagan, Vijay Bhargava, Janet Bradley, Bruno DiStefano, Bob Hanna (Chair), Kash Husain, Haran Karmaker, Tony Kormos, Cathie Lowell, Scott Lowell, Kostas Plataniotis, Ron Potts, Pelle Westlind

Guests: Rob Anderson – Membership Development, Ferial El-Hawary – Chapters Coordinator, Mo El-Hawary – President, Bill Kennedy – Vice President, Ramiro Liscano – Ottawa Section, Hilmi Turanli – Treasurer.

Regrets: John Mowbray, Celia Desmond, Sean Dunne

2. Approval of Agenda – approved as circulated
3. Approval of minutes of meeting June 8, 2003
Approved as written
4. Action Items from Previous meetings
 - a. Set up booth at conference for ICF – Webmaster
 - ? **Action: Ron to provide 3 LM members names to man the booth**
 - ? **Action: Bob to get ICF information to Ron for the booth**
 - b. Update authors kit on the web – Technical committee
 - ? **Action Alagan needs to send style templates (MS and PDF) Bob Alden**
Notes: Bob raised a concern about submission of papers, he suggested it be the same as Journal style, Kostas explained we would use conference submission style due to Paper Publishing ethics/rules
 - c. Get software for web to accept papers – Complete
 - Notes:** We have started using EDAS for paper abstract submission (cost is US\$ 4.00/abstract) Alagan has the contract for signatures (Vijay reviewed the contract during the meeting-comments the contract needs to be more specific regarding the final manuscript, first paragraph and further paragraphs are inconsistent following the review process) Comment from Vijay, we may need to revisit our decision to use EDAS since it does not handle collapse into sessions Response (Alagan): there are student volunteers to help with this work. There was a lot of discussion around using EDAS regarding references etc. but Alagan has been involved in several conferences using their services.
 - ? **Action: Alagan and Vijay to discuss contract details off line**
Notes: The EDAS discussion sparked discussions around the proceeding printing. IEEE can do the whole job (abstract submission and proceeding printing) Comments were that for CCECE01 it was found to be much more expensive to print through IEEE so we went local. Alagan submitted a request to IEEE to quote on these tasks for this conference but he did not receive a response. Pelle realized that the conference still needs to be registered.

- ? **Action: Pelle to follow up on the quote from IEEE for the full service and the printing only service**
 - ? **Action: Pelle to register the conference with input from Alagan and Kostas – completed by secretary – October 6, 2003**
 - d. Set up a link to Niagara Airbus and promote as conference transportation – Complete
 - e. Send sponsorship package to committee & CCC Section chairs – Complete
 - f. Contact student branch counselors to promote conference participation and sponsorship of students - Section Reps – Tony coordinating - ongoing
 - g. Get letter of intent from AV – Pelle
 - h. Send overview of associate technical chairs responsibilities to committee – Complete
 - i. Draft final version of registration form and circulate – Complete
 - j. Compose the statement to be used by the Sections regarding student funding(\$100 per student, up to a maximum)
 - ? **Action: Scott to send a general statement re. Student funding for Bob A to post on the Web**
 - ? **Action: Scott to send the detailed message to section chairs outside of CCC to request similar funding arrangements from their sections**
 - Notes: Toronto- \$5000 (50 students) KW- \$2000 (20 students) London \$1000 (10 students) Hamilton \$500 (5 students)**
 - ? **Action: Haran to provide an update on Peterborough funding**
 - ? **Action: we need an update from Kingston**
 - k. Book room for conference meeting at Regional meeting - Complete
5. Report of all committee chairs
- a. Conference Chair – Bob Hanna

Ideas from Montreal Conference: Suggestion was made to the technical committee that they consider a method to provide back up for speakers for no-shows (possibly someone that could give the intended presentation on the authors' behalf) the issue of travel in to Canada has been a cause for concern for travelers lately. It was suggested we provide as much information about travel on the web site to try making this an easier process for attendees.

 - ? **Action: technical committee to review the above suggestion and provide feedback for the next meeting**
 - ? **Action: Bob A to add links to our Conference Tips for visitors to Canada page from the Canadian Foreign Affairs and INS web sites**
 - b. History & Membership- Ron Potts

Ron raised concerns about distinguished guest attendance at the Decew Ceremony. We need to provide information to NJ regarding the date/time and location of the ceremony. It was mentioned that the format of the Spring Region Meeting is being changed and that it may impact the plans.
 - c. Local Arrangements – Pelle Westlind

At this time local arrangements are under control Pelle has offered to assist with proceedings
 - d. Partners Program – John Mowbray, Carol Ducette
 - ? **Action Cathie to send Niagara Parks package to John M**

- e. Proceedings – Sean Dunne

I have a quote from a local company (Best Book) for the proceedings of \$300/copy. They know their price is high and have offered to help me find a less expensive alternative. I have an old quote (2001) from another local company (Whatley) for \$100/copy and I will ask them to update it. It is very hard to find a source to duplicate CDs at a reasonable price. I will get a quote from the company Pelle found last time and use them unless I can find someone better in the next two months. They did an excellent job with no hassle. I would like to have the sources for both paper copies and CDs lined up by year end.
- f. Publicity – Tony Kormos
 - ? **Action: Bob H to ask Vijay Sood and Witold Kinsner for an attendance list from previous CCECE's or to send an email for us to their lists.**
 - ? **Action: Sections to ensure advertising link to the Conference page in their newsletters**
 - ? **Action: Cathie to send out information from Tony to the surrounding area US members**
- g. Sponsors & Exhibits – Haran Karmaker

Peterborough - GE partial sponsorship of the student luncheon (financial contribution and speaker

 - ? **Action: Haran to provide name of student luncheon speaker from GE**
KW has made a list of contact companies and volunteers to present the package they have presented 5 packages but have not had responses
 - ? **Action: Tony to follow up on contacted companies**
Alagan secured premium sponsorship from Ryerson. We will defer the decision for their request to put their logo on the conference bag until we have a better idea of our complete sponsor list.
 - ? **Kostas to make contact with the University of Toronto**
Hamilton
Gennum Corporation has been given a package expect to have answer about amount
 - ? **Action: Janet to follow up on commitment from Gennum Corporation**
Scott has commitment in principal from Cisco Systems but no amount has been confirmed (possible voice over IP phone and provisions of wireless internet access but some of this will depend on the hotel resources) There may also be a cash contribution
 - ? **Action Scott to finalize Cisco commitment**
Pelle's efforts to secure support from Bell were declined. Scott offered to try again but wanted the names of initial contacts
 - ? **Action: Pelle to forward Bell contact names to Scott**
 - ? **Action: Scott to follow up on the declined request for sponsorship from Bell**
 - ? **Action: Cathie to find out if there will be any conflict with the hotel with a sponsor providing alternate internet access**

London

 - ? **Kash to make contacts in London**

- ? **Action: Cathie will contact the publishers from previous conferences**
- ? **Action: Bob A to put GE, Ryerson and ICF logo's on Website**

h. Student Activities – Janet Bradley

Mc Master Students have confirmed commitment to helping with the conference event. Request that any student names from other sections be forwarded to Janet's attention so that we can start coordinating student efforts

Need to contact Niagara College to see if local students are interested in volunteering/ perhaps even plan an evening event for the students

- ? **Action: Janet to put together a statement to summarize the student related benefits (student funding, meals, awards, luncheon) for Bob A to post on Student page**
- ? **Action: Janet to contact Niagara College student Branch**
- ? **Action: All to forward student volunteer names and contact info to Janet**

i. Technical Committee – Kostas Plataniotas

Three proposals for special sessions (they are technical sessions the committee is working on organizing them). Alagan has identified students to assist with the collapse of paper submissions into sessions

j. Treasurer – Kash Husain - See electronic version of budget

- ? **Action: Kash to send out request for seed funding from the outstanding CCC Sections**
- ? **Action: Cathie and Kash to have a meeting with Microspec to handle the registration processing (need to have this complete by mid November)**
- ? **Action: Bob H will respond to ICF Dave Whyte email**
- ? **Action: Bob H to send wording for ICF funding from CCECE2001**

k. Webmaster – Bob Alden

The site still needs input on various pages for Bob to post (actions to address this item are in other minute sections)

5. Coordination with other neighboring IEEE sections close to Niagara Falls

Region 1 Director responded the others did not

6. Subsidy program for students

7. Other matters

- ? **Action: Cathie to send Insurance forms to Bob H**
- ? **Action: Bob to sign Insurance forms ASAP**
- ? **Action-Kash will send out final version of budget to Cathie and she will send a copy to Mo and IEEE NJ**
- ? **Action: Cathie will send a copy of the MOU to Mo**

A concern was raised about keeping track of what events have confirmed sponsors

- ? **Action: Bob to create a list for sponsor commitment on the conference web site that can be kept up to date by submissions from Haran**

Suggestions from Bill Kennedy- to have the plenary speaker at luncheon instead of breakfast also on 2nd day at lunch hour have the most recent McNaughton Award winner speak to attendees (this is an effort to raise awareness around the accomplishments of such distinguished members)

Idea to have an industrial stream of discussion that would give more of a practical application of the technologies- where to fit this in will be included in the review of our agenda (Bill has already provided Kostas with speaker name and contact info) Ferial offered to assist in getting technical guest to speak at the conference

- ? **Action: Janet to review the schedule of events and return to the conference committee next meeting (work with Kostas and Alagan) to determine how to work some of the speaker ideas into our planned agenda**

Bruno showed the group 2 styles of possible conference bags. The leather bag was preferred over the smaller bag but was above the proposed budget. It was agreed we do not need to rush this decision at this time and will look for other styles and prices at a later date

- ? **Action: Bob H to provide details about the leather bag**

- ? Note: We will provide an invitation to 2 members of the 2005 committee that will include free registration (including meals) so that they may observe the practices of the conference - suggest this be a practice supported by future conferences

8. Next Meeting

November 22, 2003, 12:00 pm
Location U of T
BA 4287, 4th Floor, Bahen Centre
40 St. George Street

January 10th, 2004, 12:00 pm
U of T – same location

9. Adjournment

Meeting adjourned at 5:15 pm