

Canadian Conference on Electrical & Computer Engineering 2004
Committee Meeting
Saturday November 22, 2003, 12:00 pm
Toronto –University of Toronto
BA 4287, 4th Floor, Bahen Centre
40 St. George Street

Draft Agenda

1. Call to Order:
2. Approval of Agenda
3. Approval of minutes of meeting October 5, 2003
4. Conference Chairs remarks
Outstanding Action Items:
 - ? Respond to ICF Dave Whyte email
 - ? Send wording for ICF funding from CCECE2001
5. Conference Treasurer
Outstanding Action Item:
 - ? Send out request for seed funding from the outstanding CCC Sections
6. Report of all committee chairs
 - a. History & Membership- Ron Potts
 - b. Local Arrangements – Pelle Westlind
 - c. Partners Program – John Mowbray, Carol Ducette
 - d. Proceedings – Sean Dunne
 - e. Publicity – Tony Kormos
 - f. Sponsors & Exhibits – Haran Karmaker
Outstanding Action Items:
 - ? Finalize Cisco commitment – CCC Chair
 - ? Follow up on the declined request for sponsorship from Bell – CCC Chair
 - ? Need an update from Kingston on sponsorship – CCC Chair – emailed and waiting for response
 - ? Make contacts in London for sponsorship – Kash
 - ? Provide 3 LM names to man exhibit booth – Ron Potts
 - g. Student Activities – Janet Bradley
Outstanding Action Items:
 - ? Forward student volunteer names and contact info to student activities chair – all committee members
 - ? 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 – Student Activities Chair
 - h. Technical Committee – Kostas Plataniotas, Alagan Anpalagan
Outstanding Action Items:
 - ? Review the possibility of back up speakers and provide feedback for the next meeting – technical committee

- ? Send style templates (MS and PDF) to webmaster – technical committee
- i. Workshops – Bruno DiStefano

7. Webmaster – Bob Alden

8. Other matters

9. Next Meeting

January 10, 2004, 12:00 pm

Location U of T

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10. Adjournment